

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: March 11, 2024 7:00 pm
AT: Fairfield Public Library – Woods Branch, Fairfield CT 06824
Small Meeting Room
And Virtual (due to the COVID-19 pandemic)
Recording: <https://www.youtube.com/watch?v=jlC9J5YswEQ>

Present:

Trustees: Mr. Andrew Minea, Mr. Peter Willner Ms. Erin Harrigan, Ms. May Bayer, Mr. Chris Rogers (phone)

Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian, Ms. Nancy Sweeney, Branch Manager,

Absent: Ex-Officio - Mr. David Kanter, Town Treasurer

Members of the Public: Lori Kostopoulos , Donna Cahill

1. Call to Order

Meeting was called to order by Mr. Minea at 7:12 pm.

2. Roll Call

3. Public Comment

No public comment.

4. Approval of Minutes

The minutes of the February 12, 2024 meeting were reviewed. Ms. Harrigan made a motion to approve the minutes as amended. Ms. Bayer seconded. Motion passed.

5. Chairman's Report

Mr. Minea thanked Ms. Harrigan for facilitating last month's meeting while he was traveling. The OBOT events went very well as have the other programs around OBOT for the younger age groups. Mr. Minea thanked everyone involved with OBOT and the Friends of the Library as well.

6. Treasurer's Report

Ms. Harrigan reported that the funds are up approximately \$500,000 to \$9.4 million. Ms. Harrigan signed all the documents for the transfer from Vanguard to Mercer.

7. Town Librarian's Report

A. Operations Report – Mr. Jarzombek reported that Adult Services rescheduled PowerSmart – Solar & Storage information session was very successful and drew a large crowd. First Selectman William Gerber provided opening remarks. Teens at Woods branch crafted cards for seniors at Apple Rehab in West Haven for Valentine's Day. Main and Woods launched a new monthly take and make craft program to increase teen participation. February 3rd was Take Your Child to the Library Day. Children in grades 3-5 enjoyed building and testing robots at the Main Library.

Blind Date with a Book was a hit with patrons. Wrapped books from different genres led to increased checkouts compared to last year. The Adult Reading Challenge was promoted through flyers, displays and registration encouragement boosting participation. Seven work orders were submitted for Main, three of which remain open. Six work orders were submitted for Woods, one is still open. Four incidents were reported in February (two at Main and two at Woods). One required administrative attention.

B. Q2 Statistics and Strategic Plan Update

Ms. Fisher reported that numbers are up from last year in circulation and library visits. The program participation number is not because the staffing in this area was less than last year. Circulation and Door Count are both up 15%. The Adult Programming has met all four goals of the Strategic Plan.

C. 2025 Municipal Budget Update

Mr. Jarzombek reported that all budget requests have made it into the proposed budget. Mr. Jarzombek and Ms. Fisher presented on February 6th to the BOF. Many questions were asked and it was a positive meeting. The BOF appeared receptive to the Library of Things and new proposed staff in the budget. Discussion ensued.

8. Committee/Liaison Reports

A. Fundraising: Meeting will be rescheduled.

B. ADHOC Building Committee: No report.

C. Friends of the Library: Ms. Donna Cahill reported a Library Giving Day will be held on April 4th. On April 6th, Elicit Brewery is hosting a Connect Fairfield Sip and Support for non profits. Mini Golf will be on April 7th. The Gallery opening is scheduled for April 11th and April 20th is Sound Waves concert. A book sale will be held on April 26-28th. Jen Butler Fashion show is April 28th. The Literary Luncheon will be on May 31st at the Patterson Club featuring author Steven Rowley who wrote The Guncle. He is the first male author in the history of Literary Luncheon events. The Water for Elephants Fundraiser has been set. The book discussion will be April 24th. The movie will be shown at the library on May 1st. The play is on May 15th for a 2:00 matinee.

D. Website Redesign

Mr. Jarzombek reported that it's going really well. The staff committee has been formed and have met twice with the firm. They will be reaching out to the Friends and other groups as well as conducting a staff survey.

9. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for Period Ending 2/29/2024 was reviewed. Ms. Harrigan made a motion to approve the report as amended. Mr. Willner seconded. Motion passed.

10. Policy Review

A. Children's and Teen Spaces

Mr. Jarzombek reported that this policy is taking the place of the Unattended Adult in Children's and the Unattended Child Policies. Mr. Jarzombek is meeting with the Town Attorney this week to review the language of the policy. Discussion ensued.

B. Service to Minors

Mr. Jarzombek is meeting with the Town Attorney to review the language of the policy. Discussion ensued.

11. Unfinished Business

None.

12. New Business

A. Strategic Plan

The current Strategic Plan expires in June 2024. Ms. Minea is proposing to extend the current plan. A discussion will be on the agenda for the next meeting.

B. Permission to Sign the B. Frankel Annuity (Ms. May Bayer)

Ms. Harrigan made a motion that the Library Board of Trustees approve Ms. May Bayer as Secretary to be a signer for the documents related to acceptance of the Barbara Frankel Annuity, along with Mr. Minea and Ms. Harrigan. Ms. Bayer seconded. Motion passed.

C. Bequest from patron Margaret Simko.

Ms. Fished reported that a Bequest was made to the library by patron Margaret Simko of 57% of her estate to the library. The funds are to be used for materials to support the visually impaired (large print books, audio books, ebooks, etc).

D. Renewal of Association of CT Library Boards Membership

Mr. Willner made a motion to renew the Association of CT Library Boards membership in the amount of \$100.00. Ms. Harrigan seconded. Motion passed.

13. Announcements

The next meeting will be on April 8, 2024 at 7:00 p.m. at the Main Library.

14. Adjournment

Mr. Willner made a motion to adjourn at 8:01 pm. Ms. Harrigan seconded. Motion passed.

Respectfully submitted,

Lori Kostopoulos for

Andrew Minea, Chair, Fairfield Board of Library Trustees

Date and Location of next meeting:

April 8, 2024 at 7:00 pm

Webex & In Person

Main Library