

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: April 8, 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, Ms. Erin Harrigan, Ms. May Bayer, Mr. Chris Rogers (phone), Mr. Peter Willner (phone)

Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian, Ms. Nancy Sweeney, Branch Manager, (phone), Ms. Mary Mao, Municipal Web Librarian
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 7:17 pm.

2. Roll Call

3. Public Comment

No public comment.

4. Approval of Minutes

The minutes of the March 11, 2024 meeting were reviewed. Mr. Willner made a motion to approve the minutes. Ms. Harrigan seconded. Motion passed.

5. Chairman's Report

Mr. Minea thanked the Friends for a wonderful Mini-Golf fundraiser held on April 7th. There was excitement in the community about the event. Ms. Cahill mentioned that next year there will be a Saturday night adult mini golf and then Sunday children's mini golf.

6. Town Librarian's Report

A. Operations Report – Mr. Jarzombek reported that Dr. Mark Schenker began his 4 part series focused on four classic novels celebrating their publishing centennials in the 2020s. Teens had a successful PEEPS diorama event. There are twenty two dioramas on display at Woods for patrons to vote on. Fairfield resident and author, Mary Jo Scott shared her new book, Lucy and Sam at the Main Library. The Passport Program for CT libraries is set to go. Challenge is to visit five or more libraries in April. The IT Department has identified a problem with ILS partners, Pequot and the Fairfield Museum, connecting directly to the ILS server hosted on the network. To address this issue, the server is being moved from the Town's network to the cloud, a significant project that is being handled with the utmost care.

Six incidents occurred in March. Three involved teens from Ludlowe. The Town Librarian worked with the FPD and the school administration and met with the families of everyone involved. As a result, all students lost library privileges to one degree or another based upon the seriousness of the behavior.

B. 2025 Municipal Budget Update

Mr. Jarzombek reported that the budget has made it past the Finance Board. The RTM meeting is scheduled for April 24th. Mr. Jarzombek encouraged the Trustees to be in touch with the RTM members regarding the library budget and the position of the Teen Librarian. Discussion ensued.

C. OBOT Report

Ms. Fisher reported that the OBOT was very successful and it was the 16th year of this event. Mary Coe and Claudia Silk stepped down as co-chairs after twelve years. They were honored with plaques thanking them for their years of service at the author event. Jennifer Laseman, Head of Teen Services and Philip Bahr Head of Adult Services stepped up and served as co-chairs for this year's event. Changes were made after meeting with Mr. Jarzombek and Ms. Fisher to streamline the process. A book selection committee was formed and also a programming/marketing committee was formed. The book titles were under ten and the committee spent eight weeks discussing and voting. The author of Warrior Girl Unearthed, Angeline Bouley, was an amazing speaker and very gracious. The community was very pleased with over 400 people in attendance and another 240 viewers on YouTube. A post event was held on the Saturday after with a panel discussion covering important issues close to local Native American communities.

D. Website Update

Ms. Mary Mao, Municipal Web Librarian, provided an update on the website redesign project. The timeline sent by the provider was too quick. Currently, feedback is being collected by the staff. Discussion ensued. The goal is to roll out the new website in August or September.

7. Committee/Liaison Reports

A. Fundraising: Meeting will be rescheduled.

B. ADHOC Building Committee: No report.

C. Friends of the Library: Ms. Donna Cahill reported that the Mini Golf fundraiser was a success. The Kershner Gallery has another opening this week. It has been very well attended and art work is being sold. The gallery is booked until mid-2025. The gallery is getting lots of use and is in need of some updates to the physical space. The Literary Luncheon will be on May 31st at the Patterson Club. The Water for Elephants Fundraiser has been set with a book discussion, watching the movie and the play.

8. Treasurer's Report

Ms. Harrigan reported that the Endowment is up to \$9.5million and is back to the early 2022 balance. She will be meeting with the Mercer advisor soon.

9. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for Period Ending 4/5/2024 was reviewed. Ms. Bayer made a motion to approve the reconciliations and check registry report. Mr. Willner seconded. Motion passed. Ms. Bayer made a motion to approve the proposed checks. Ms. Harrigan seconded. Motion passed.

10. Policy Review

A. Children's and Teen Spaces

Mr. Jarzombek reported that these policies will be discussed in detail at the next meeting when the Town Attorney can be present. Discussion ensued.

11. Unfinished Business

A. Unattended Child Policy

Discussion ensued. Ms. Harrigan made a motion to move that the Board of Trustees rescind the Unattended Child Policy. Ms. Bayer seconded. Motion passed.

B. Service to Minors Policy

Ms. Harrigan made a motion that the Library Board of Trustees adopt the Service to Minors Policy. Ms. Bayer seconded. Motion passed.

12. New Business

A. Schedule of Service

Ms. Jarzombek reported that the library schedule follows the union contracts. He noted that there is a three day weekend for Memorial Day and Labor Day. The staff is very happy with this and the public has not voiced any concerns. The Saturday after July 4th will be closed as the expectation is for low usage and possible staffing difficulties. The question of opening earlier on Saturdays was raised. Discussion ensued.

B. New Trustee Search

Mr. Minea made a motion to enter into Executive Session. Ms. Bayer seconded. Motion passed.

13. Adjournment

Ms. Harrigan made a motion to adjourn at 8:47pm. Ms. Bayer seconded. Motion passed.

Respectfully submitted,
Lori Kostopoulos for
Ms. May Bayer, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

May 13, 2024 at 7:00 pm

Webex & In Person

Main Library