

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: May 13, 2024 7:00 pm
AT: Fairfield Public Library – Main Library, Fairfield CT 06824
Rotary 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, Ms. Stefanie Borsari
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,
Ms. Nancy Sweeney, Branch Manager, (phone),
Ex-Officio - Mr. David Kanter, Town Treasurer (absent)
Absent: Mr. Chris Rogers, Mr. Peter Willner
Members of the Public: Lori Kostopoulos , Donna Cahill, Helen D’Avanzo, Phil Pires

1. Call to Order

Meeting was called to order by Mr. Minea at 7:07 pm.

2. Roll Call

3. Public Comment

No public comment.

4. Approval of Minutes

The minutes of the April 8, 2024 meeting were reviewed. Ms. Harrigan made a motion to approve the minutes. Ms. Bayer seconded. Motion passed.

5. Library Updates

Mr. Minea welcomed new Trustee, Ms. Stefanie Borsari to the Board. Ms. Borsari introduced herself as having lived in Fairfield for twenty years. Her family frequents the library regularly and participates in many programming activities. She is delighted to be serving as a Trustee. Mr. Minea informed the Board that Ms. Borsari is taking over Ms. Jill Brown’s term.

6. Town Librarian’s Report

A. Operations Report – Mr. Jarzombek reported that many spring programs have taken place including gardening programs, the Gilded Age and commemorating the Holocaust. Teens celebrated Taylor Swift creating themed crafts and activities like bracelet making. High School students are embracing the Frequent Studier card and usage of study rooms is increasing due to end of year exams. Families enjoyed outdoor story times. Passport to CT libraries has taken off with over 700 participants. The new library cards with the Fox mascot were a viral hit on social media and over 400 Mascot branded library cards have been issued.

Several staff attended the CT Library Association Annual Conference. The April traffic study for on street parking will happen in May and the library administration will go before the Police Commission on June 12th.

B. Upcoming Events and Services

Ms. Fisher reported that the focus is on the upcoming Summer Reading Program. The teens and children's librarians are visiting the schools to promote the program.

C. 2025 Municipal Budget Update

Mr. Jarzombek reported that the budget passed. The library will see a 5% increase in books and a 3% increase in programming. In addition, a full time Teen Librarian at Woods will be added to the staff. A search for this position will begin soon. Discussion ensued.

D. Website Update

Ms. Jarzombek reported that the staff is working to collect information from patrons. They are working through some issues. Discussion ensued. The goal is to roll out the new website in August or September.

7. Committee/Liaison Reports

A. Fundraising: Mr. Willner was not present. Mr. Minea asked Ms. Borsari to join the fundraising committee. Discussion ensued.

B. ADHOC Building Committee: No report. The next meeting will be at Woods and time will be set to discuss and create a list of potential improvements to the space at Woods. Discussion ensued.

C. Friends of the Library: Ms. Donna Cahill reported that the Friends have been very busy. The April book sale was very successful. The Jen Butler fashion show was very well attended and had the most attendees since it started. The Water for Elephants fundraiser was a success and new leads have been identified on how to purchase tickets for future fundraisers. The Literary Luncheon is scheduled for May 31st at the Patterson Club. The author of The Guncle, Steven Rowley will be the first male speaker at a Literary Luncheon.

8. Treasurer's Report

Ms. Harrigan reported that the Endowment is up to \$9.3 million. Ms. Harrigan is going to schedule a meeting with the Mercer advisor prior to the next Board meeting.

9. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for Period Ending 5/9/2024 was reviewed. Ms. Harrigan made a motion to approve the reconciliations and check registry report. Ms. Bayer seconded. Motion passed.

10. Policy Review/Discussion

A. Internet Policy

Mr. Jarzombek reported this policy covers using the internet in the building including patrons using their own devices. An updated version of this policy will be reviewed at the next Board meeting.

11. Unfinished Business

A. Unattended Adults in Children's Library Policy

Mr. Phil Pires, Town Attorney, introduced a revised policy to the Board and explained the CT law regarding these policies. Discussion ensued. This policy will be addressed at the next meeting.

B. Children's and Teen Spaces Policy

Mr. Phil Pires, Town Attorney, introduced a revised policy to the Board and explained the CT law regarding these policies. Discussion ensued. This policy will be addressed at the next meeting.

C. 2025 Schedule of Service

Mr. Jarzombek presented the 2025 Schedule of Service. The schedule now mirrors the fiscal year calendar to go along with the budget. Discussion ensued. Ms. Bayer made a motion to approve the 2025 Schedule of Service as presented. Ms. Harrigan seconded. Motion passed.

12. New Business

A. July Annual Meeting

Mr. Jarzombek suggested that the July Annual Meeting be held in the Memorial Room or the Periodical Room and that former Trustees be invited to attend along with Selectman and other department heads. The meeting would begin at 7:00 with a social/cocktail time and then the business meeting would begin at 7:30. Discussion ensued.

B. New Trustee Search

Ms. Harrigan made a motion to enter into Executive Session at 8:41 p.m.. Ms. Bayer seconded. Motion passed.

13. Adjournment

Ms. Harrigan made a motion to adjourn at 8:52 p.m.. Ms. Borsari seconded. Motion passed.

Respectfully submitted,

Lori Kostopoulos for

Ms. May Bayer, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

June 10, 2024 at 7:00 pm

Zoom & In Person

Woods Branch – Small Meeting Room