

**TOWN OF FAIRFIELD  
LIBRARY BOARD OF TRUSTEES  
NOTICE OF PUBLIC MEETING**

The Fairfield Public Library Board of Trustees will hold a Meeting at 7:00 PM on April 08, 2024.

Members of the Public: To View or Listen by Phone:

- Via Webex: <https://tofit.my.webex.com/join/virtually>
- By phone: Dial in audio: 510-338-9438, Access Code: 292 468 998#

Please Note:

- ✓ If you call to listen, you will not be heard by the committee members and there will be no live public comment until called for by the Chair during the meeting. The public is encouraged to send their comments by 3 pm on the day of the meeting to the following email: [publiccomment@fplct.org](mailto:publiccomment@fplct.org).

**Fairfield Public Library – Board of Trustees  
April 08, 2024.**

**Main Library Rotary Room & Virtual Via WebEx  
Fairfield, CT**

**AGENDA:**

- I. Call to Order (WebEx recording start)
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
  - A. February Meeting (Attachment 1)  
**Recommended Motion:** “I so move that the Library Board of Trustees approves the minutes from the February meeting of the Library Board of Trustees.”
- V. Chairman’s Report
- VI. Library Updates
  - A. Operations Reports (Attachment 2)
  - B. 2025 Municipal Budget Update
  - C. OBOT Report
  - D. Website Update
- VII. Committee/Liaison Reports
  - A. Fundraising Committee
  - B. ADHOC Building Committee
  - C. Friends of the Library Update
- VIII. Treasurer’s Report
- IX. Reconciliations and Check Registry (Attachment 3 a, b & c)
- X. Policy Review/Discussion
  - A. Children’s and Teen Spaces (Attachment 4)
- XI. Unfinished Business

A. Unattended Child Policy (Attachment 5)

Recommended Motion: "I so move that the Library Board of Trustees rescinds the Unattended Child Policy."

B. Service to Minors Policy (Attachment 6)

Recommended Motion: "I so move that the Library Board of Trustees adopts the Service to Minors policy."

XII. New Business

A. Schedule of Service (Attachment 7)

B. New Trustee Search

XIII. Adjournment

Next Meeting: 7:00 PM on May 13, 2023, at the Main Library.

**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=jIC9J5YswEQ>

**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 3<sup>rd</sup> 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 6<sup>th</sup> 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 4<sup>th</sup>. On April 6<sup>th</sup>, Elicit Brewery is hosting a Connect Fairfield Sip and Support for non profits. Mini Golf will be on April 7<sup>th</sup>. The Gallery opening is scheduled for April 11<sup>th</sup> and April 20<sup>th</sup> is Sound Waves concert. A book sale will be held on April 26-28<sup>th</sup>. Jen Butler Fashion show is April 28<sup>th</sup>. The Literary Luncheon will be on May 31<sup>st</sup> 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 24<sup>th</sup>. The movie will be shown at the library on May 1<sup>st</sup>. The play is on May 15<sup>th</sup> 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**



*Peeps Voting at Woods*

## **March 2024 Operations Report**

### **Adult Programming & Services**

Dr. Mark Schenker began his 4-part series focused on four classic novels celebrating their publishing centennials in the 2020s. (Main) Two follow-up OBOT programs were successful; the first was a panel of Indigenous Indian Tribes in Connecticut (Main), and the second was a Book Club that read the featured title (Woods).

### **Teens Programming and Services**

We had another successful week of PEEPS diorama building for teens. Twenty-two dioramas were completed and displayed for patrons to vote on their favorite (Woods). Members have voted on a Teen Council logo with the idea of making merch in the future. The department is expanding its

volunteering opportunities and offering a new and improved Book Buddies program for teens to work with emerging readers during the summer.

### **Children's Programs and Services**

Sing Me a Story has returned outside at the Fairfield Museum. (Outreach) Good Eats Book Club read Berry Song together and enjoyed making native Alaskan ice cream akutaq with a delicious berry medley. (Woods) Children's book author (and Fairfield resident) Mary Jo Scott, shared her new book- Lucy and Sam (Main). As part of the OBOT, Storyteller Darlene Kascak of the Quinnetukut Tribe, shared her ancestor stories of survival. (Main) Staff continue to do several outreaches to local schools and programs.

### **Circulation and Collection**

Our "As Luck Will Have It" display, which featured books and DVDs containing the word "luck" in the title, received numerous compliments from patrons and had over 40 checkouts. See attached pic. (Woods) Our Women's History Month display was popular among patrons, as many stopped to read the inspiring quotes and checked out books from it. (Woods) Created a display and bookmarks promoting Irish authors, who were very popular with patrons. (Main) Passport Program for CT Libraries is set to go. Passports have been printed, and the vinyl fox sticker prize is ready to be given out.

### **Digital Services and Communication**

Our most popular social media post on Facebook was related to Tax Prep. Our most popular post on Instagram was for our first Sing and Stomp at the Green. ABCs 234s was our most popular calendar event.

Our Town IT department has identified a problem with our ILS partners, Pequot and the Fairfield Museum, connecting directly to the ILS server hosted on our network. To address this, we're moving the server from the Town's network to the cloud, a significant project we're handling with utmost care. We're also making strides in upgrading our Meeting Room Displays. The situation with Fairfield Wood's public copier is being actively worked on, and in the meantime, we're offering patrons the option of scanning, emailing, and printing their documents when possible.

Patrons can now access the New York Times full-time via their PressReader app. PressReader also offers access to over 7,000 other newspapers and magazines, a great addition to our offerings.

### **Incidents**

Six incidents occurred in March. Three of them involved the same group of teens and required administrative investigation due to the seriousness of their behavior. They were identified as Ludlowe students. Working with the FPD and the school administration, the Town Librarian has met with the families of everyone involved, and all students have lost library privileges to one degree or another.

### **Facilities**

There were five work orders put in for Main, three are closed. There were five work orders at Woods, two are closed. In the Main Library parking lot a curb stop has been added by DPW to stop vehicles from blocking the Brick Walk stairs. Parking continues to be a challenge for patrons, especially those attending programs. The Town Librarian has put in a request to add library specific street parking on Old Post Road. There were door and HVAC issues at Woods.

### **Staffing and Human Resources**

Our two newest part-time Adult Services librarians have settled into ongoing shifts and are doing quite well with both patrons and staff.

### **Special Report OBOT**

Many positive changes came to our signature author event, One Book One Town for 2024. Our 16<sup>th</sup> OBOT saw long-time co-chairs Mary Coe and Claudia Silk step down after a phenomenal twelve-year run. Mary and Claudia were presented with plaques at the author event thanking them for their years of service. Head of Teen Services Jennifer Laseman and Head of Adult Services Philip Bahr stepped up and served as co-chairs for the event this year. After meeting with Town Librarian Scott Jarzombek and Deputy Town Librarian Jan Fisher, changes were made to streamline the process. A preliminary book selection committee gathered to bring the number of possibilities down to under ten which the book committee spent eight weeks discussing. The committee was fortunate to have several strong contenders for the number one



spot. In the end, Angeline Boulley's *Warrior Girl Unearthed* had the most votes and became Fairfield's 16<sup>th</sup> One Book One Town. Companion books were selected, one for middle grade –

*We Still Belong* by Christine Day and a picture book for younger children - *Berry Song* by Caldecott Medal winner Michaela Goade.

Angeline Boulley's in-person author event hit it out the park. We couldn't have asked for a more intelligent, gracious, and endearing presenter. Angeline's storytelling delivery had us laughing as well as encouraging us to be better allies to our Indigenous neighbors while discussing the more serious aspects of her book. On Saturday, after the author event, the library hosted two programs with local Connecticut-recognized Native American tribe members. The children's event featured storytelling, and the adult event welcomed a panel discussion covering important issues close local Native American communities. Ms. Boulley's author event gathered over 400 in-person attendees, and 240 YouTube viewers within the first 30 days after the event. The local Children's program welcomed 25 children and teens and the adult program had 70 patrons in attendance.

**(prepared by Philip Bahr)**

### **Town Librarian**

The administration has asked the Town Librarian to serve on a committee of department heads planning a Juneteenth training for Town Staff. The town attorney has been reviewing new and existing contracts for over one month, and staff need to go before the Board of Selectman, creating additional work for administrative staff.

**Relevant External Meetings/Events-** CLA Legislative Committee (3/12), FLAG (3/13), CLA Legislative Breakfast (3/14), CLA Conference Committee (3/18), CARES Board Meeting (3/20), and CLA Board Meeting (3/21)

### **Looking Ahead – Upcoming Highlights**

The Circulation Departments at both locations are excited for our participation in the **Passport to Connecticut Libraries** program when we welcome new visitors to our libraries. They are also involved in planning for the 2024 **Summer Reading Challenge**.

### **Adult Services**

The Adult services Department is cosponsoring a program with the Fairfield Museum and History Center on **April 9** entitled "**Money Talks: The Gilded Age in Fairfield.**" This goes along with our **Adult Reading Challenge** topic for April where participants are asked to read a book featuring the Gilded Age. This year-long program with nearly 200 registered has been a favorite of readers who often comment how much they enjoy reading outside of their usual tastes! The Friends sponsor a monthly raffle prize for those who participate each month and "power





readers” (those reading multiple books in the category of the month) are rewarded with special prizes produced in our MakerSpace. Fairfield Woods is holding its Spring Puzzle Swap on

Sunday, April 28<sup>th</sup>. And in honor of Holocaust Remembrance Day, Main Library presents “Bearing Witness: a Legacy of Survival and Hope” on April 29. Local resident Bobbi Markowitz, whose parents survived Auschwitz and Dachau, is this year’s invited speaker.

### **Teen Services**

The Teen Department is hosting Singin’ in the Rain, a preview of Ludlow Drama Club’s Spring performance, happening at the Main Library on April 9<sup>th</sup>. During April Break, the Teen Department will be celebrating the launch of Taylor Swift’s new album with a Swiftie Crafternoon at Woods

### **Children’s Services**

Children’s will welcome back the Brooklyn Robot Foundry for 2 Mini Makers programs on April 17, one at each location. They are also continuing with their outreach to childcare facilities in Town.

The Friends of the Library will hold their Big Book Sale in the Rotary Room from Friday April 26 through Sunday April 28. The Friends will also be hosting Jennifer Butler’s Spring Fashion Show in the Gallery on Sunday, April 28.

Several staff members will be attending the Connecticut Library Association Conference in Mystic, CT on April 29 and/or 30.

Checks to be Approved  
Library Board Meeting - April 8, 2024

<b>Date</b>	<b>Transaction type</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
04/09/2024	Check	Lori Kostopoulos	April meeting minutes	150.00
04/09/2024	Check	Jennifer Butler	March Sew Studio	100.00
04/09/2024	Check	Jen Hinkle	Cookies for children's author program 3/19/23	125.00
04/09/2024	Check	Jessica Stevens	Craft supplies for adult programs	25.45
04/09/2024	Check	Jen Laseman	Teen program supplies and refreshments (1/24-3/11/24)	270.15
04/09/2024	Check	Philip Bahr	Award plaques for former OBOT chairs	95.72
04/09/2024	Check	Laurie Parnell	CLA Conference Registration	175.00
04/09/2024	Check	Gil Harel	Wicked at 20 program 4-2-24	300.00
04/19/2024	Check	Ann Wright	May Jobs programs	475.00
04/19/2024	Check	CT Museum of Culture & History	Library membership (4 passes)	125.00
			<b>Total</b>	<b>1,841.32</b>



## Children's and Teen Spaces – Draft

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), strives to make its physical facilities welcoming and safe for all people. The Library reserves the right to restrict the use of the Children’s and Teen spaces based on grade and age. This policy will be applied without discrimination and in the best interests of all library users so that everyone may safely and comfortably use the library facilities.

### Designated Children’s Spaces:

- Children’s spaces are for library users from birth through fifth grade.
- An age-appropriate user must accompany adults and teens unless those adults or teens are retrieving items for borrowing.
- Unaccompanied adults and teens reviewing materials must take items to the appropriate section of the library.

### Designated Teen Spaces:

- Teen spaces are for library users entering sixth through twelfth grade.
- Adults and children may retrieve items for borrowing.
- Unaccompanied adults and children reviewing materials must take items to the appropriate section of the library.

Additional guidelines are provided in the Library’s policy on Service to Minors. The library reserves the right to make age accommodations for some groups and individuals.

## **Unattended Children Policy**

### **Policy Statement**

Library Service to children, parents, and adults working with children is an important part of the Library's mission.

It is not the Library's function or purpose to provide supervision or care for children while parents or other supervising adults are outside the Children's Library and/or the Library proper. Parents should be aware that the Library is a public building open to all individuals. Parents and guardians are, at all times, responsible for the conduct and safety of their children on Library premises.

The following policy has been designed to communicate the Library's concern for the safety and welfare of the children it serves and is in accordance with Connecticut State law pertaining to unaccompanied minors.\*

### **Children under the age of 12**

- Children under the age of 12 may not be left in the Library unsupervised by a parent or caregiver. Exceptions may be made during specific supervised library programs for children in grades 6 and up.
- Children under the age of 12 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child.

### **Children age 12 and older**

- Children 12 years and older may use the Library unaccompanied by an adult provided they are able to comply with the Library's Code of Conduct and do not require excessive staff attention.
- Children who are not using the Library appropriately, or who require excessive staff attention, may be asked to leave.