

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: July 17, 2023 7:00 pm
AT: Fairfield Public Library – 1080 Old Post Road, 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. Jill Brown, Ms. Erin Harrigan, Mr. Peter Willner, Mr. Chris Rogers

Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,

Absent: Ms. Nancy Sweeney, Branch Manager (excused)

Ex-Officio: Chris Tymniak (unexcused)

Members of the Public: Lori Kostopoulos, Donna Cahill

1. Call to Order

Meeting was called to order by Mr. Minea at 7:06 p.m.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the June 5, 2023 meeting were reviewed. Ms. Brown made a motion to approve the minutes. Ms. Harrigan seconded. Motion passed.

4. Chairman's Report

Mr. Minea reported that there is excitement from both adults and children for the summer reading program. There has been very positive feedback about the individual school nights promoting the summer reading program. He expressed his appreciation for the staff and their hard work to make the summer reading program engaging for the community.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported it has been a culturally rich month at the library. Four bands performed at the international Make Music Day event on June 21st.

Teen Services hosted a Mystery Night which was an after-hours program that maxed out attendance and was above the number of teens who signed up.

Children's Services kicked off the Summer Reading Program at the Fairfield Museum and it was one of the best attended in years. Touch a Truck was a major success at Woods.

The Circulation Department is collecting the Mascot Vote which has been very popular with the patrons. Woods Staff has created a Words of Wisdom Tree where patrons can add their favorite saying or quote as an Adult Summer Reading activity.

The Library head of IT is out for the majority of the summer so the Town's IT person has been filling in. There are some issues with the book distributor, Baker and Taylor. However, we are getting in the majority of the items.

Website traffic has been steady with a slight increase which may be attributed to the open Trustee position on the Board.

There was an incident which resulted in a one year loss of library privileges for a patron. Mr. Jarzombek expressed his praise for the Fairfield Police and their terrific handling of the patron involved in the incident.

Mr. Jarzombek reported that the DPW did a fantastic job redoing the slate walkway between the parking lot and the Post Road at the Main Library. DPW also did an excellent job with the shelving, incredible work.

Mr. Jarzombek was quoted by the Hartford Current in a story about Old Lyme's current book challenge. Discussion ensued.

The Library of Things continues to make progress. They are working on cataloging and there has been a soft launch of games. The larger items are taking some time and the hope is to launch in the fall. Discussion ensued.

6. Policy Review (Facilities Use Policy)

Mr. Jarzombek reported that the policy was passed a year ago. The Facilities Use policy defines appropriate use of public space. The changes include a clear introduction paragraph; it establishes the library as a town department and limits food in the library. Discussion ensued. Mr. Willner made a motion to approve the policy and adopt the changes. Ms. Brown seconded. Motion passed.

7. New Policy (Privacy and Confidentiality of Library Records)

Mr. Jarzombek provided a draft of this policy to the Board. The Privacy Policy explains what information the Library collects from patrons and why. The policy is in line with state law and is being reviewed by the Town Attorney. Discussion ensued.

8. Committee/Liaison Reports

A. Space Planning: Ms. Fisher reported that they are waiting for the furniture for the periodical room to arrive.

B. Fundraising: No report.

C. ADHOC Bond Committee: No report. A Board meeting will be held at Woods so a walk through can be conducted during the meeting.

D. Friends of the Library Update: Ms. Cahill reported that the art gallery reception was well attended. Some paintings were sold as well. There was a booth outside during the Sidewalk Sale promoting Friends membership. On July 27th there will be a fundraiser with cocktails at a

private home in town with author Jane Roper. The Annual Friends meeting will be held on September 19th and it marks the 20th Anniversary of the Friends. A presentation will be made showing the impact of the Friends on the library over the 20 years. The Food Truck fundraiser will be held on September 10th and the Friends are seeking sponsorships for this event.

E. Website Redesign

Ms. Brown reported that the meeting she attended with Mr. Jarzombek and Merry Mao was very productive. A draft RFP was presented to the Board along with a projected timeline for the project of updating the Library Website. The Town Attorney will be reviewing the RFP and it will be further discussed at the September meeting of the Board of Library Trustees. Discussion ensued.

9. Treasurer's Report

Ms. Harrigan reported that the market is up about 10% end of the June. The numbers are back to Q1 of 2022. The final Debt Service payment to the Town has been made. Vanguard wants to review the account and Ms. Harrigan will speak with them prior to the September meeting. Ms. Harrigan made a motion to withdraw the 2% for Fiscal Year 2023 from the Memorial Funds to go toward Capital Projects. Mr. Willner seconded. Motion passed.

10. New Business

The draft website RFP will be reviewed prior to the next meeting. Discussion ensued.

11. Old Business

A. New Trustee Seat – Executive Session

Mr. Willner made a motion to enter executive session. Ms. Harrigan seconded. Motion passed.

12. Adjournment

Ms. Harrigan made a motion to adjourn the meeting at 8:20pm. Mr. Minea seconded. Motion passed.

Respectfully submitted,
Lori Kostopoulos for
Andrew Minea, Chair, Fairfield Board of Library Trustees

Date and Location of next meeting:

September 11, 2023 at 7:00 pm

Webex & In Person

Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824 Rotary Room