

FARMINGTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

August 13, 2020

Held Online via Zoom Audio

Board Members Present: **Huyck, Murphy, White**

Board Members Absent: **Hahn, Largent**

Staff Members Present: **Grover, Carleton, Franklin, Shereda, Peterson, Siegrist, Wrench**

Staff Members Absent: **None**

**CALL TO ORDER**

The Board Meeting was called to order at 6:24 p.m. by Board President White.

**Introduction of Board Members and Staff Members**

**Motion** by Huyck to amend the agenda to add Board Comments before Public comments, was seconded by Murphy.

**Vote: Aye: White, Huyck, Murphy**

**Opposed: None**

**Motion passed.**

**APPROVAL OF AGENDA**

**MOTION** by Huyck to approve the Agenda for the August 13, 2020 Board meeting, was supported by Murphy.

**Vote: Aye: White, Huyck, Murphy**

**Opposed: None**

**Motion passed.**

**BOARD PRESIDENT COMMENT**

White addressed library staff, apologizing for his decision to furlough staff and recognized the great amount of stress and anger this action has caused. We are trying to bring back the best version of the FCL that we possibly can.

**PUBLIC COMMENT**

The following people commented about their dissatisfaction with the direction the Board is taking: Janet, Marilyn Lito, Julie Soloman, Kelly Goldberg, Kristin Hoekstra, Daniel Patton, Mark Flesia, Eric Burns, Vanity, Lauren, Stacy Charlevoix, Christy Cooper, Steven Flessa, Rebecca Donnaly-Masecki, Jeff Pavlick, Richard Lerner, Willow Croupon, Roxanna, Jill O'Conner, Deb Hemmey, Cynthia Zervos, Hannah Staloff, Marium, Hanna Stoloff, Cory Eastman, Roe, Joe O'Conner, Cory Eastman, Katy Barroco, Kathy Brown, Jessica Bomarito, Mary Reading, Fernandez, Patricia Ballard, Jordan Marie, Karen Terabassi.

**APPROVAL OF MINUTES**

**MOTION** by Huyck to approve the Minutes of the Regular Board Meeting on July 9, 2020, was supported by Murphy.

**Vote: Aye: White, Huyck, Murphy**

**Opposed: None**

**Motion passed**

FARMINGTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

August 13, 2020

Held Online via Zoom Audio

**OPERATING BILLS**

Huyck reported that he has reviewed the reports from Bill.com. White reported he also reviewed these bills.

**MOTION** by Huyck that the Board of Trustees approve expenditures as presented for July 2020 Operating Bills to August, 2020 totaling 188,265.19, was supported by Murphy.

**Vote: Aye: Murphy, Huyck, White**

**Opposed: None**

**Motion passed.**

**FINANCIAL REPORT** Huyck reports that the reports are attached.

**MOTION** by Huyck to receive and file the Monthly Revenue and Expense Report for July 2020 was supported by Murphy.

**Vote: Aye: Murphy, White, Huyck**

**Opposed: None**

**Motion passed.**

**CORRESPONDENCE**

There was correspondence sent to the Board Trustees from the public Board Comments form from Stocker, Vera, Bay, Kopenin, Greenstein, Eric Bruins, Greg Sacco, Emma, Joyce Regan, David Morelle, A. Bertoia and several concerned residents. Correspondences were both concerned about, and in favor of board decisions.

**LIBRARY DIRECTOR'S REPORT**

In addition to the Director's Report, Director Grover thanked the community for their participation, ideas, suggestions, and her team for their help.

- The third wave of staff recalls has occurred with 23 more staff returning to work, totaling more than 80% of full time and part time staff have returned to work. Two persons did not return to work for personal reasons.
- Back logs of requests are being reassessed to evaluate how to improve the process.
- All items are quarantined for 4 days, and are then checked back in
- Comparing a 10 day sample set in July and August, July 3 – 12 Items Checked out: 2,180 Items checked in: 5,763 Holds made ready for pick up: 1,107. August 3 – 12 Items Checked out: 5,895 Items checked in: 8,446 Holds made ready for pick up: 4,924
- The Governor's orders require work to be done remotely if possible; so many staff are still working from home.
- There has been an increase in E book usage, as well as use of on line programs. Seigrist reported that children's programs are popular; especially the Storybook Walk and Book Hunt in the parks. Teens benefitted from the ACT/SAT practice and information and a murder mystery night. Adults enjoyed Trivia night.
- Cataloging of materials is occurring and books have been ordered.
- The Service Module Assessment findings are being shared by Cynthia Pepper with the staff and Board.
- FCL won three ALA 2020 PR Exchange award for originality in PR and Promotional Material. Thank you Sherrie and Chris!

FARMINGTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

August 13, 2020

Held Online via Zoom Audio

- Improvements in time management and payroll using ADP to allow remote and in house clocking in for staff, the HR module, Social Media, Gale Engage, IT security measures to allow for the use of credit card payments, and continued facility improvements such as the elevator refurbishing and sliding door are occurring, and staff systems readiness to improve services for patrons.
- Recommended to Board to wave overdue fines, while keeping lost and damage book fees.

**COMMITTEE REPORTS**

**Facilities Committee**

A report of the Facilities Committee was given by Donald Wrench, who detailed the need for a complete renovation of two elevators which should be completed by November. The front sliding doors at the 12 Mile library require repairs and bids are being taken through bid net. The parking lot at 12 Mile has been sealed and redone, with some minor repairs still needing to be completed.

The complete Facilities Committee Report has been filed.

**Finance Committee**

Huyck reports that an Audit is about to begin and should be completed by Oct. 1, 2020.

**Personnel Committee**

There was no report from the Personnel Committee.

**Strategic Planning and Community Liaison Committee**

Murphy reported that Cynthia Pepper discussed the results of the 2 surveys that were sent to the staff and the community. Cynthia met with staff via ZOOM to discuss the findings, including most and least used library services and resources, and improvement suggestions. Her recommendations include focusing on innovation, outreach, marketing, and fundraising. More details to come. Also discussed was transitioning to Phase III, Grab and Go services, which Director Grover is anxious to implement as soon as staff are prepared.

**Ad-hoc Bylaws Committee**

There was no report from the Bylaws Committee.

**UNFINISHED BUSINESS**

There was no Unfinished Business.

**NEW BUSINESS**

**Motion** by Huyck to approve the proposal for elevator modernization through Schindler for \$217,430.00 with 35% of the total price due upon execution of the contract, was supported by Murphy.

**Vote: Aye: Murphy, White, Huyck**

**Opposed: None**

**Motion passed.**

FARMINGTON COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

August 13, 2020

Held Online via Zoom Audio

**Motion** by Murphy to eliminate overdue fees starting Aug 14, 2020, not including lost or damage fees, with fees after March 13 also forgiven.

**Motion amended** by Murphy that the elimination of fees begin Aug 17, 2020 to allow for time to implement changes. Motion was seconded by Huyck.

**Vote: Aye: Murphy, White, Huyck**  
**Opposed: None**  
**Motion passed.**

**Motion** by Murphy to approve the proposal presented by MCCI for social media support, relations, and training, seconded by Huyck.

**Vote: Aye: Murphy, White, Huyck**  
**Opposed: None**  
**Motion passed.**

**BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

Murphy acknowledged community participants and staff that e-mails that have been released to the public are not helpful with building trust and relationships, and I am sorry that this occurred. Moving forward, we need staff, the Director, the Board and the community all working together in a positive manner in order to operate a successful library.

**ADJOURNMENT**

**MOTION** by Murphy to adjourn the Board Meeting, was supported by Huyck.

**Vote: Aye: Murphy, White, Huyck**

The Board meeting was adjourned at 9:23 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, September 10, 2020 at 6:00 pm. Via audio ZOOM, or in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Renee Murphy, Secretary  
Library Board of Trustees