



**DRAFT Meeting Minutes**  
**Joint Library Board Meeting Minutes**  
**October 19, 2023**  
**6:30 PM**

**Call to Order:** 6:32 p.m.

**Attending:** Lisa Griswold, Ashley Bartley, Nick Hadden, Patricia Bakir, Sue Wade, Emily DiGiulio, Emily Aiken, Elizabeth Noonan, Joy Mercer, Jennifer Patterson (Not attending: Alan Maynard)

**Approval of minutes for April 20, 2023, Joint Board Meeting:** Minutes accepted as printed.

**Correspondence:** No correspondence.

**Highlights of Quarterly Reports – Librarians**

***Emily and Sue***

- We had a very successful 50<sup>th</sup> anniversary event, which included creating an updated logo, and producing some hats and totes for prizes during the event.
- The Summer Reading Program was very successful. Elizabeth is helping it to grow and grow.
- Adult programs are doing very well, also. The Mandarin Club now meets every Tuesday and has 10-12 participants, including some high school students.
- We are establishing a new book group targeted specifically to patrons who may not usually see themselves as “a book group person” and are slightly hesitant to join. Sue and Emily are selecting books for this, will develop guided questions, and will invite patrons for food and discussion.

### ***Joy***

- This summer we had a great program, based on a book called Pet Potato. Gardener’s Supply provided \$200 worth of materials and each teacher grew a cloth bag of potatoes. Yesterday was harvest time and the children were so excited to harvest 66 pounds, 224 potatoes. Each classroom teacher will decide what to do with them – such as making stone soup – and we can use the bags again next year. We’ll start reading the book next week.

### **Updates**

#### ***Community Library Staffing***

- Since the last Joint Board meeting, we have hired Dawna Jarmusz for a few hours each week and added several more hours for Cameron. Patti Smith did not work during the summer.
- Interns - Anthony Epperson, our summer intern, is still working with us after school and has provided a wonderful contribution to all activities, including packing up the library for summer cleaning, working extremely well with the children, and being so kind to everyone with whom he worked. The other summer intern had too many commitments, so didn’t really work out. Kayden who interned with us last year, came again this year to help with packing up the library for cleaning.

## **Early Literacy Project/Elementary Book distribution**

- Lisa and the librarians put together the early literacy packets today. We actually had 127 requests, more than our usual 120, so 7 more are on order. We will distribute to 3-5 year olds in preschools/homes/day care centers in Fairfax. These packets are not just books, but have other activity-based items that relate to the books. Our generous beneficiary Noelle Federico will be helping us to expand to elementary distribution for grades K-6 for this year and next year. Just a reminder to all that this is an individual who funds this program, not a non-profit or foundation. It's a huge and highly appreciated commitment. Noelle has also contributed to a middle school book reading challenge.

**New Business:** No new business.

## **Highlights of school policies/procedures which impact the library (Liz Noonan)**

- There are currently no new policies which directly impact on the Community Library. The school has updated the Threat Policy, but it is not much different in relation to the FCL. As before, if anyone makes a threat, it will be handled by the school as it is on school property.
- The school is updating the Weapons Policy and will share that once it's finalized.

## **School Renovations (impact on library space and operation)**

Lisa and Ashley expressed the Board's concern that if there is any library closure or other interference in library operations we need to know very soon in order to (1) plan for any logistic challenges such as summer rental and moving of the library, (2) possible adjustments to staff needs (3) costs involved in (1) and (2). Liz said that she is as concerned for all of the school as for the library and that she should have all of the answers we need by early February at the latest. She will share them with the library as soon as she has them and will schedule a special Joint Library Meeting at that time. A few specific points:

- The library 2024-2025 budget is due to the Town Treasurer by November 3<sup>rd</sup>, so any information we have by that time will be helpful.
- All ceiling tiles will be removed in April, at the planned start of the project. They will not be returned until the end of the project because the contractors will be installing sprinklers and updating all technical/electrical connections. The space can be used during the time that the actual work is taking place – i.e., no ceiling tiles will not affect library operations.
- Liz shared a rough drawing which showed that there will be few changes in the library layout except to give a clear sight from the circulation desk to the new, separate entrance which will be a separate entrance from the front of the school.
- Liz anticipates it being only one summer full or partial shutdown. The concern is that the parking area in the front will be the staging area for all construction. Most of the work will be done during the summer, not the school year.
- There is some money in the budget earmarked for movement/shifts of rooms/materials. It is not earmarked specifically for the library, but it's possible some of that will be accessible once the detailed schedule and plan is available.
- Jen suggested that the school team working with the architects could ask the architects right now about: (1) scheduling all the library work in a specified period of time, not spread out; (2) ask if there will be access to the library if the whole parking lot is used as a staging area, and (3) if there will not be access, what is the plan for access during non-school hours? That might give us an earlier hint at budgeting needs.

**Other business:** No additional business.

**7:13 p.m.:** All voted to adjourn.