

Minutes of the Town of Farmington
Regular Town Council Meeting
March 11, 2021
Held in Person for the Council and presenters Zoom Webinar
Meeting for the public due to the COVID19 Pandemic

Attending:

C. J. Thomas, Chair
Joe Capodiferro
Brian F. X. Connolly
Christopher Fagan
Edward Giannaros
Peter Mastrobattista
Gary Palumbo

Kathy Blonski, Town Manager
Paula B. Ray, Clerk

A. Call to Order

The Chair called the meeting to order at 4:00 p.m.

B. Pledge of Allegiance

The Council and staff recited the Pledge of Allegiance.

C. Public Comment

There were no public comments.

D. To consider and take action on the proposed FY 2021-2022 Budget

Motion was made and seconded (Mastrobattista/Capodiferro) to consider and take action on the proposed FY 2020-2021 Budget.

Adopted unanimously

The Manager; Erica Robertson, Assistant Town Manager; Kathryn Krajewski, Assistant Town Manager; Joseph Swetcky, Director of Finance and Administration and Paul Melanson, Chief of Police reviewed the Police Department, Communication Center and EMS Services sections of the budget pages 31-41 and answered Council questions.

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve pages 31-41 of the Town Manager's Recommended Budget.

Adopted unanimously

The Manager; Erica Robertson, Assistant Town Manager; Kathryn Krajewski, Assistant Town Manager; Joseph Swetcky, Director of Finance and Administration and Nancy Parent, Director of Community & Recreational Services reviewed the Community & Recreation pages 55-65, the Recreation Fund pages 72-79 and the Westwoods Golf Course pages 80-83 sections of the budget and answered Council questions.

Motion was made and seconded (Mastrobattista/Capodiferro)) to tentatively approve pages 55-65 of the Town Manager's Recommended Budget.

Adopted unanimously

Motion was made and seconded (Mastrobattista/Capodiferro)) to tentatively approve pages 72-79 of the Town Manager's Recommended Budget.

Adopted unanimously

Motion was made and seconded (Mastrobattista/Capodiferro)) to tentatively approve pages 80-83 of the Town Manager's Recommended Budget.

Adopted unanimously

The Manager; Erica Robertson, Assistant Town Manager; Kathryn Krajewski, Assistant Town Manager; Joseph Swetcky, Director of Finance and Administration and Steve Hoffman, Director of Fire & Rescue Services reviewed the Fire Department sections of the budget pages 27-30 and answered Council questions.

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve pages 27-30 of the Town Manager's Recommended Budget.

Adopted unanimously

The Manager; Erica Robertson, Assistant Town Manager; Kathryn Krajewski, Assistant Town Manager; Joseph Swetcky, Director of Finance and Administration and Rose Ponte, Director of Economic Development reviewed the Economic Development section of the budget pages 14-15 of the budget and answered Council questions.

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve pages 14-15 of the Town Manager's Recommended Budget.

Adopted unanimously

The Manager; Erica Robertson, Assistant Town Manager; Kathryn Krajewski, Assistant Town Manager and Joseph Swetcky, Director of Finance and Administration reviewed the Benefits section of the budget pages 66-67 and answered Council questions.

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve pages 66-67 of the Town Manager's Recommended Budget.

Adopted unanimously

Jorie Andrews, Chair of the Library Board and Chris Lindquist, Executive Director reviewed the Library's activities, strategic planning and response to Covid-19 and answered Council questions using the presentation recorded with these minutes as Agenda Item D-1.

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve the Library Grant on page 17 of the budget.

Adopted unanimously

The Manager; Erica Robertson, Assistant Town Manager; Kathryn Krajewski, Assistant Town Manager and Joseph Swetcky, Director of Finance and Administration reviewed the Non-Tax Revenue pages of the budget under the summary tab of the budget and answered Council questions.

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve the Non-Tax Revenues.

Adopted unanimously

The Manager; Erica Robertson, Assistant Town Manager; Kathryn Krajewski, Assistant Town Manager; Joseph Swetcky, Director of Finance and Administration and Russ Arnold, Director of Public Works/Town Engineer reviewed the Public Works & Development, Highway & Grounds and Engineering sections of the budget pages 43-54; Fire Marshall page 26; Building Inspector page 42 and answered Council questions.

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve pages 43-54 of the Town Manager's Recommended Budget.

Adopted unanimously

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve page 26 of the Town Manager's Recommended Budget.

Adopted unanimously

Motion was made and seconded (Mastrobattista/Capodiferro) to tentatively approve page 42 of the Town Manager's Recommended Budget.

Adopted unanimously

The Manager told the Council the budget currently called for a 4.85% tax, and it would take a reduction \$1,930,000 from the Education, Town, or Capital Improvement Plan to get to a 3% tax increase. She explained the Capital Improvement Plan was approximately \$1,000,000 higher than it usually was to meet policy currently.

E. Adjourn to Executive Session

There was no Executive Session.

F. Adjournment

Motion was made and seconded (Mastrobattista/Capodiferro) to adjourn the meeting at 7:35 p.m.

Adopted unanimously

Respectfully Submitted,

A handwritten signature in cursive script that reads "Paula B. Ray".

Paula B. Ray, Clerk

Agenda Item D-1

THE FARMINGTON LIBRARIES
Service. Experiences. Resources.



The Farmington Libraries

FY2022 Budget Presentation

FY2022 Budget

Total Projected Expenses: \$2,994,981

3% increase

Total Projected Revenues:

Town	\$2,761,568	+\$80,434	3% increase
FVGLA	\$ 176,079	+\$ 7,536	4.47% increase
*Other income	<u>\$ 57,334</u>	<u>-\$ 815</u>	1.42% decrease
Total	\$2,994,981	+\$87,155	

*Other income: Fines & fees, donations from the Friends, delivery reimbursement from the state library, grants.

	FY20	FY21	FY22	% Change
Personnel	\$1,495,627	\$1,530,527	\$1,455,461	-4.90%
Expenses	<u>\$1,321,899</u>	<u>\$1,377,299</u>	<u>\$1,539,520</u>	11.77%
Total	\$2,817,526	\$2,907,826	\$2,994,981	3%

Highlights from FY2020 – FY2021

- **Response to COVID-19:**
 - Impact of COVID-19 on our programs & services
 - Purchased PPE and made physical changes to our public and staff spaces
 - Implemented COVID-19 policies & procedures
 - Developed 4-Phase Reopening Plan starting in March 2020
- **Usage:** What do the numbers tell us about the impact of COVID-19?
- **Peer Libraries:** How do we compare?
- **Board of Trustees – *Jorie Andrews, Chair***
 - Capital Planning Committee
 - Technology Committee
 - Personnel Committee
 - Farmington Room Committee
- **Library Staff:**
 - New Executive Director – Chris Lindquist
 - New Marketing & Publicity Librarian – Shana Shea
 - New Facilities Manager – Greg Sieklicki

Response to COVID-19

☐ **Phase 1: March – August 2020**

- Initiated curbside pickup at both libraries
- Offered patron assistance by phone & email
- Initiated online programs for children, teens and adults

☐ **Phase 2: September 2020 – November 2020**

- Reinstated limited browsing & computer use by appointment
- Continued offering curbside pickup
- Continued offering patron assistance by phone & email
- Continued offering online programs for all ages

☐ **Phase 2.5: December 2020 – March 2021 (Reopening Pause)**

- Added Saturday hours from 9:30 am–1:00 pm @ Main Library (3/6/21)

☐ **Phase 3: April – August 2021**

- Reinstating managed access to the Main and Barney Libraries on **April 5, 2021**, including public computer use, passport & notary services
- Adding 18 more hours/week on **June 1, 2021**: New schedule of hours will be posted in early May
- Offering hybrid programming model for all ages in spring – summer: online, outside and indoors, based on size, age range & health metrics

☐ **Phase 4: September – December 2021**

- Full restoration of hours of service six days/week at both libraries
- Resume online room reservations and allow browsing throughout the Main and Barney Libraries when health metrics allow
- Offering more in-person programming, resume makerspace activities and produce public art exhibits at both libraries

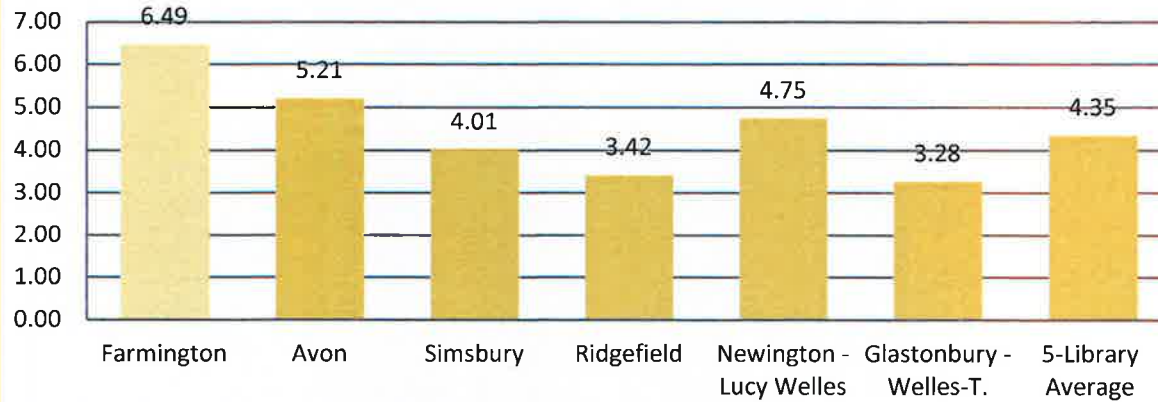
Usage: What Do the Numbers Tell Us About the Impact of COVID-19?

Service	FY18	FY19	FY20	% Change
Building Visits	222,928	225,467	169,296	-24.9%
Items Borrowed	336,317	331,914	241,375	-27.3%
Electronic Borrowing	21,444	26,242	34,244	30.5%
Programs Offered	1,226	1,329	1,022	-23%
Program Attendance	28,185	29,292	20,434	-30.2%
Reference Assistance	40,671	53,161	41,629	-21.7%
Computer Usage	14,249	13,960	8,331	-40.3%
*Registered Borrowers	22,955	20,000	17,688	-11.6%

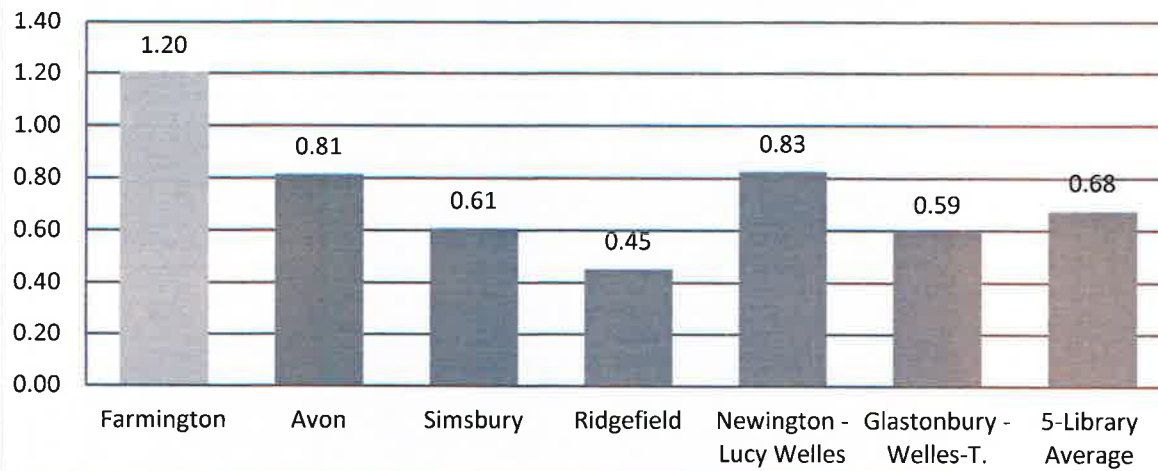
* Number of registered borrowers reflects a purge of expired library cardholders in FY19-FY20.

Peer Libraries: How Do We Compare?

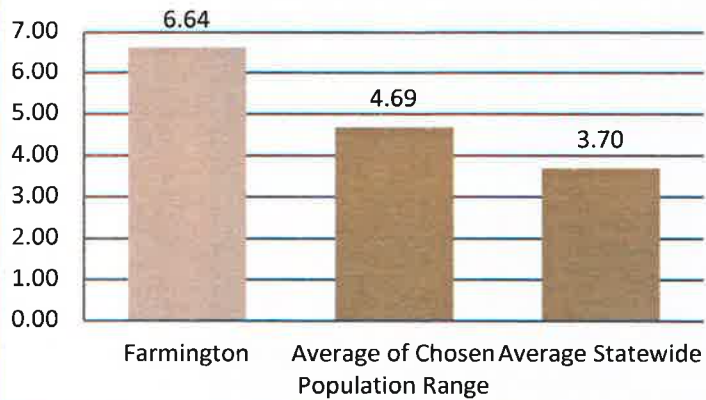
Print Collection Per Capita, FY2020



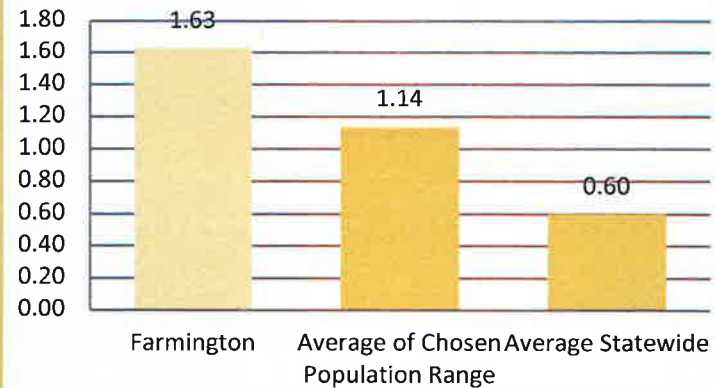
Non-Print Collection Per Capita, FY2020



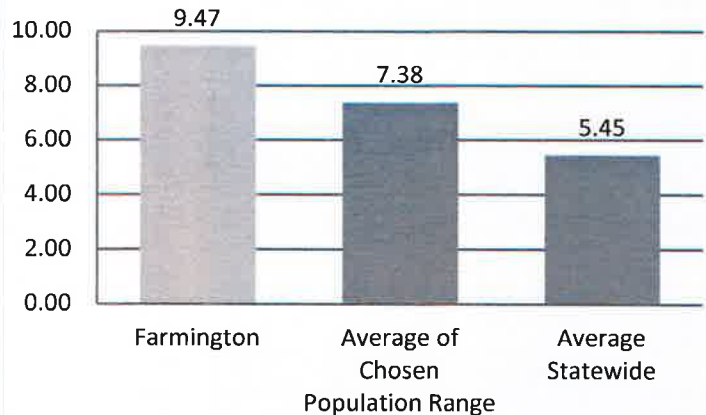
Library Visits Per Capita, FY2020



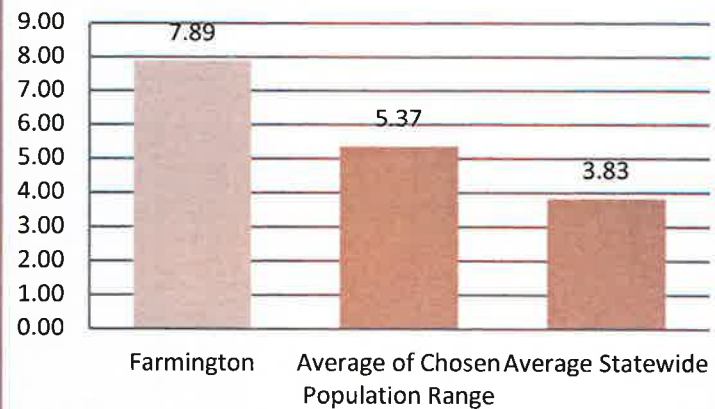
Reference Questions Per Capita, FY2020



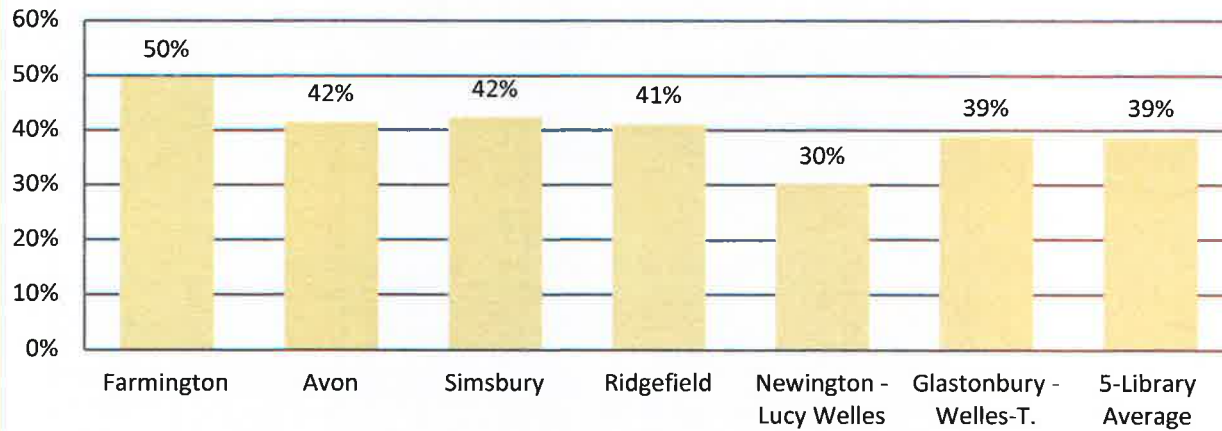
Circulation Per Capita, FY2020



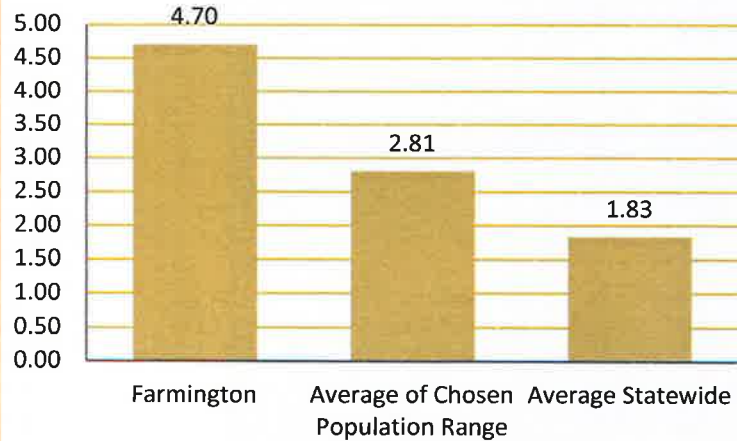
Print Material Circulation Per Capita, FY2020



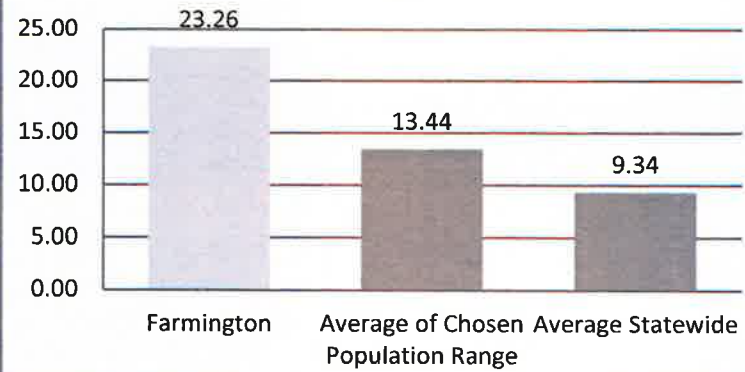
Children's Materials Circulation as a % of All Circulation, FY2020



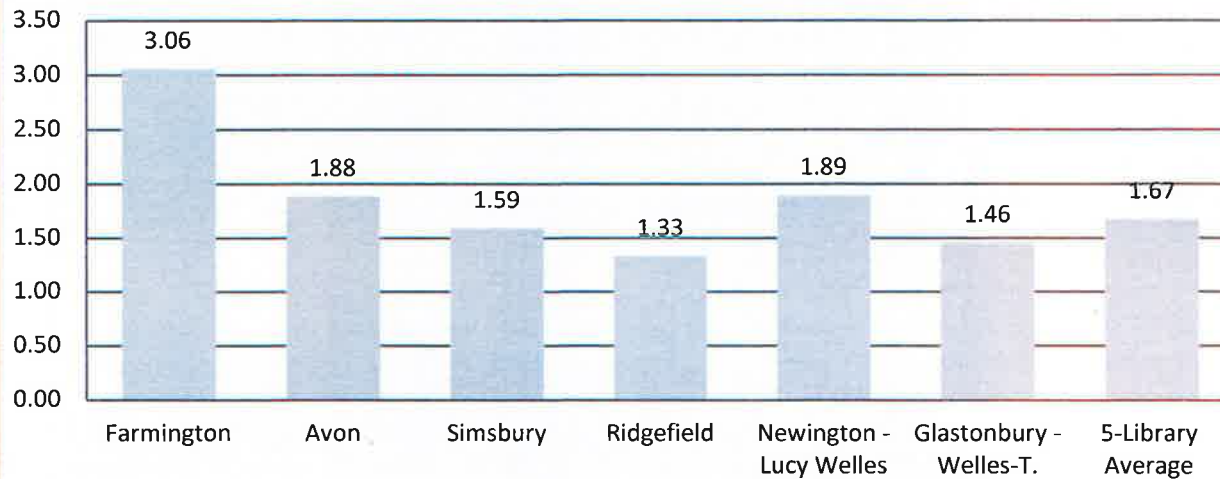
Children's Circulation Per Capita, FY2020



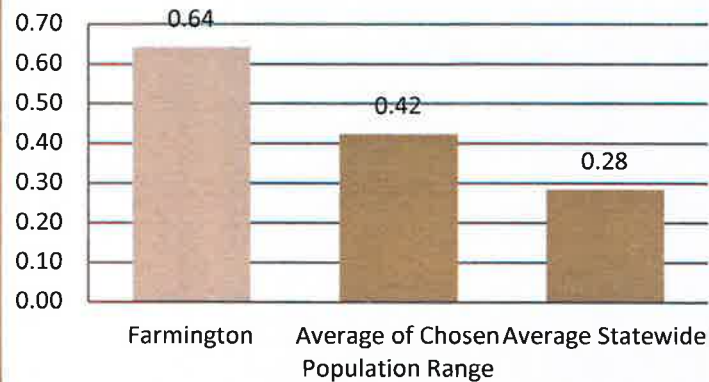
Children's & YA Circulation Per Capita, FY2020 (using a population of under age 18 only)



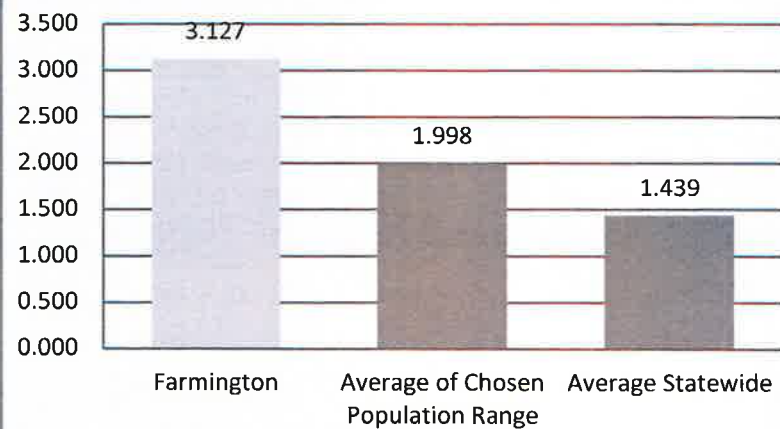
Children's Book Collection Per Capita, FY2020



Children's Program Attendance Per Capita, FY2020

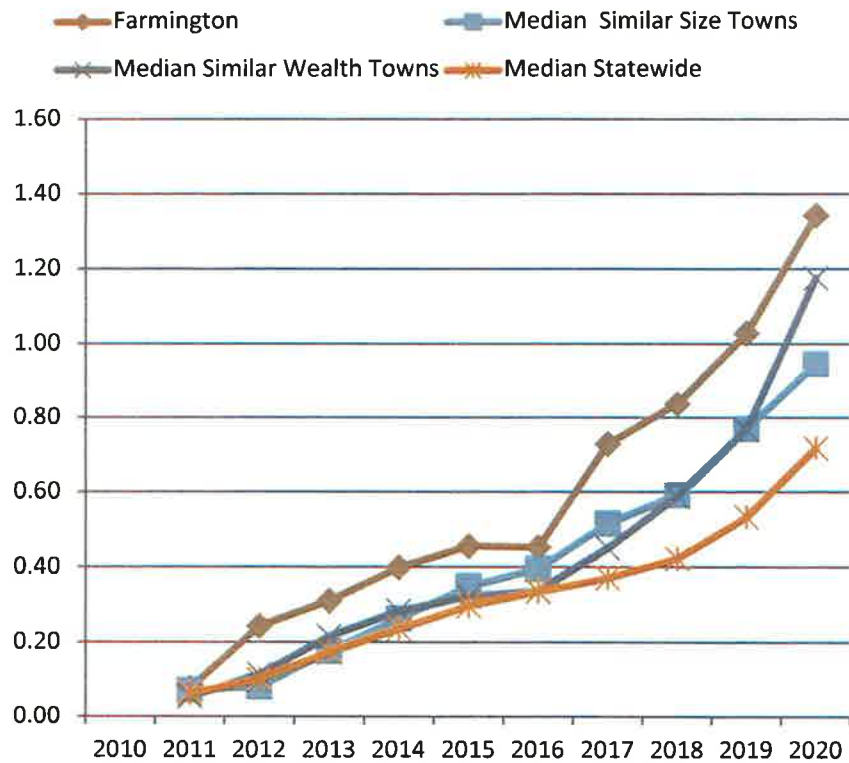


Children's & YA Program Attendance Per Capita, FY2020 (using a population of under age 18 only)

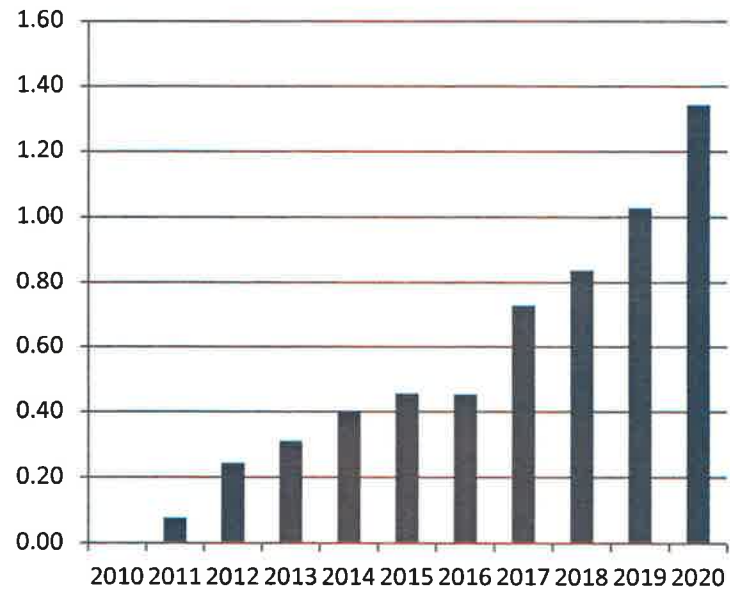


Statistical Trends: Growth in Electronic Usage

E-Media Circulation Per Capita



E-Media Circulation Per Capita



Board of Trustees

- **Capital Planning Committee – Matt Sweeney, Chair**
 - Completed energy-savings lighting project – January 2021
 - Developing a 5-year Capital Plan – Spring 2021
 - Addressing HVAC repairs @ Main Library – Spring 2021
 - Addressing water penetration issues @ Main Library – Spring 2021
 - Redesigning the Children’s Room @ Main Library – Spring /Summer 2021

- **Technology Committee – Henry Gu, Chair**
 - Completed an inventory of all hardware & software – Fall 2020
 - Developing a multi-year Technology Plan / Replacement Plan – Spring 2021
 - Upgrading public & staff PCs to Office 365 – Spring 2021

- **Personnel Committee – Alex Thomas, Chair**
 - Developed COVID-19 Policies & Procedures – Fall 2020
 - Developing ongoing Staff Training & Development Plan – January 2021
 - Conducting self-assessment of our Board, staff and volunteers, programs, services and collections relating to diversity & inclusion – Spring 2021
 - Offering diversity & inclusion training for all Board and staff members Summer – Fall 2021
 - Reviewing overall structure and staffing in order to create a flexible, responsive and forward-looking organization, including lessons learned from our experience providing hybrid services due to COVID-19 – 2021/2022

- **Farmington Room Committee – Andy Baron, Chair**
 - Planning to digitize some of our archival items relating to local history and upload them to the CT Digital Archives – 2021/2022
 - Planning to collaborate with the Stanley-Whitman House on local history initiatives – 2021/2022

FY20 - FY21 Programs & Events



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Thank you!