

**Woodbridge Library Commission Minutes**  
**April 11, 2016**  
**Friends Meeting Room**  
**6:00 p.m.**

**Members Present:** Jeanette Glicksman (Chairman), Renee Bevacqua-Bollier, Loredana Falcigno, Elizabeth Marsh, Marisa Von Beeden

**Members Absent:** Ginny Calistro, Sheri Cifaldi-Morrill, Aldonna Noto, and Tom Shernow

**Also Present:** Library Director Eric Werthmann; Anthony F. Anastasio, Jr., Board of Selectman; and Sandy Stein, Board of Finance

- I. Call to Order** at 6:11
- II. Additions to the Agenda:** None
- III. Public Comments and Liaison Reports**

Board of Selectman liaison, Anthony F. Anastasio, Jr. , and Board of Finance liaison, Sandy Stein, informed us that the Library's Operating Budget will soon be reviewed at the preliminary budget review meeting on April 25, 2016. It is anticipated that the money for the planned new carpet in the children's section will no longer be available.

Marisa Von Beeden reported that the annual Friends of the Library membership call has been sent to all the names on the town mailing list. They are also preparing for their annual book sale to be held Friday, June 3<sup>rd</sup> to Sunday, June 5<sup>th</sup>, 2016. Plans include outdoor programs to complement the sale. Members of the Friends will have first access to the sale.

In the interim, sales in Book Alley are going very well and there is a generous level of donations of books and media in good condition. Additional donations would be welcome and are greatly encouraged.

#### **IV. Approval of minutes from the March 14, 2016 meeting**

Moved by Renee Bevacqua-Bollier and seconded by Elizabeth Marsh. Motion passed with three votes in favor and two abstentions.

#### **III. Approval of minutes from the March 28, 2016 special meeting**

Moved by Elizabeth Marsh and seconded by Marisa Von Beeden. Motion passed with three votes in favor and two abstentions.

#### **IV. Committee Reports**

##### **A. Budget and Finance –**

1. Munis and 405 reports reflect several significant expenditures including money from the Friends to provide adult programming. There was one small error on one line of the MUNIS report reflection a negative balance of \$210 that will be remedied. Money will be spent for professional development, including sending eight staff members to the annual CLA meeting.

2. Preliminary Budget Hearing to be held on April 25<sup>th</sup> at 7:30 p.m. in the cafeteria of the Senior Center. Attendance is encouraged.

3. State Grant update. Eric Werthmann reported that the state grants would be cut by approximately \$3,000. The money lost would have been used to pay for items the Town operating budget doesn't cover, including adult programming and technology. A comparison of state grants receipts from 2006 to 2016 was included in the Director's Report.

##### **B. Policy and Personnel –**

1. Eric Werthmann proposed broadening the position of Head of Reference to bear the title of Head of Adult Services. This new position will encompass a broad range of duties combining adult services, instruction, outreach, and programming. Moreover the person who is hired for this position will supervise a Full-time Adult Services Librarian. His proposal would not require an increase in the Library's expenditures.

2. Eric Werthmann recommended that Katherine Ward be hired as the Full-time Head of Adult Services. After discussion in Executive Session, Loredana Falcigno moved to approve the hire of Katherine Ward as the Full-time Head of Adult Services, contingent on approval by the Personnel Committee and the Board of Selectman. Marisa Von Beeden seconded. The motion passed unanimously. The commission instructed the Library director to convey to the town manager a recommendation of an appropriate salary range for this offer.

3. The Commission approved a posting of the additional new position of a Full-Time Adult Services Librarian. A MLS degree will be preferred.

#### C. Property and Maintenance –

After a discussion of the quotes received for updating the signage in the library, Marisa Von Beeden moved that we accept the bid of Signarama in the amount up to \$1,500.00 for signage, including the ADA and room signs in the blue color and to use some of the funds reflected under the interest line of the current 405 report to fund this project. Renee Bevacqua-Bollier seconded the motion. It passed unanimously.

#### V. Director's Report

The director's report indicated that the State Library has officially taken over all delivery of library materials for the entire

state. So far the service has been erratic as they work through a backlog of items left over from the former delivery vendor. Eric Werthmann discussed the impact of the budget cuts to the State Library on our Woodbridge Library. He reviewed a number of library activities and highlighted the Peeps contest. Everyone is encouraged to vote for his or her favorite displays.

**VI. New Business: none.**

**VII. Old Business: none**

**VIII. Executive Session:** The Commission went into Executive Session to discuss personnel matters.

**IX. Items for May 9, 2016 meeting to be held 6:00 p.m. in the Friends' Meeting Room**

**X. Adjournment:** 7:15 p.m. moved by Loredana Falcigno and seconded by Marisa Von Beeden. The motion passed unanimously.

Respectfully submitted,  
Elizabeth Marsh