

**Woodbridge Library Commission**  
**January 9th, 2023 - 6:00 PM**  
**Friends Meeting Room**

**Members Present:** Thomas Shernow (Chair); Andi Doucette (Vice Chair); Thanh Huntington (Secretary); Dick Blackwell; Tina Brogadir; AJ Capiello; Emily Sharp; Ellie Sheehy; Cynthia Zak

**Members Absent:** None

**Also Present:** Thomas Raich, Kyla DeRisi

**1. Call to Order at 6:03pm by Tom Shernow**

**2. Public Comment and Reports**

a. Public Comment – N/A

b. Liaison Reports – The Friends Report was discussed briefly, specifically the good news of the scholarship for teen volunteers.

**3. Approval of minutes of December 12th, 2022 meeting**

Andi made a motion to approve the December 12th, 2022 minutes. Dick seconded the motion. The motion was approved unanimously 6 to 0. Cindy, Emily, and Thanh abstained.

**4. Committee reports**

a. **Budget and Finance**

i. Munis and 405 reports

Munis – The operating budget was discussed; specifically, it was mentioned that expenditures are in alignment with budgetary expectations, as we are now about halfway through the fiscal year.

405 Report – The Self-Check Out license was discussed in regards to whether or not the library is seeing a return on its investment in the technology. The ongoing viability of the Self-Check Out license will be evaluated after about a year or so. The library will see if moving the location of the equipment will improve patron engagement. Other data points were briefly clarified; for example, the revenue under the adult services line for the Gingerbread Program was noted by members – patrons paid a small amount of money to offset the high cost of gingerbread.

b. **Policy & Personnel**

i. N/A

c. **Public Relations Committee**

i. Update on PR activities – the new quote-bearing tote bags are now printed and will be sold at the library. How the bags will be displayed – including how the Friends will be acknowledged in the display – was discussed. The PR Committee members have discussed creating a magnet as well.

Emily made a motion to accept the committee reports and Thanh seconded. The motion was unanimously approved, 9 to 0.

**5. Director's report**

**Staffing updates were discussed;** there has been sickness amongst the staff, including Eric. Other upcoming and temporary shifts in staffing were discussed. The Reference/Adult Programming statistics were briefly evaluated.

**6. New business**

a. Tom's meeting w/ personnel committee- Dec 13th

The Board of Selectman approved the director's salary increase.

b. Library of Things Policy approval

Final questions and reservations were discussed in regards to the practicality of the Library of Things, and it was confirmed that it would start small.

Andi made a motion to accept the Library of Things Policy and Tom seconded.

The motion was unanimously approved, 9 to 0.

**7. Old business**

a. Proposed Operating Budget for FY2024 approval

The addition of an extra \$1,500 in the programming and publicity line of the updated proposed budget was noted. Overall, there is a 3.5% budget increase, largely relating to recouping funds cut during the pandemic. Budget presentations are scheduled for the end of the month, and the library requested the 1/31 date. Clarifying questions regarding any cost of living increases were also discussed.

Tom moved to accept the budget as presented, Andi seconded, and the motion was unanimously approved, 9 to 0.

**8. Executive Session—N/A**

**9. Items for February 13th, 2023 meeting—**

- a. Update about the budget hearing presentation
- b. Update about the Library of Things

**10. Adjournment**

Andi made a motion to adjourn. Emily seconded. The motion was unanimously approved, 9 to 0. The meeting was adjourned at 6:48pm.