

**Woodbridge Library Commission Minutes**  
**February 14, 2022**  
**Remote-Via- Zoom 6:00 PM**

Meeting recording available at-  
<https://www.youtube.com/watch?v=UbLenYdlJRU>

**Members Present:** Dick Blackwell, Tom Shernow, Tina Brogadir, Jim Moriarty (Chair), Andi Doucette, AJ Cappiello, Thanh Huntington & Ellie Sheehy

**Members Absent:** Emily Sharp

**Also Present:** Eric Werthmann, Library Director (LD), Susan Jacobs, Board of Finance and David Vogel, Board of Selectman.

**1. Call to Order** at 6:02 by Jim Moriarty.

**2. Additions to the Agenda** – None

**3. Public Comment and Liaison Report-**

a) Public comment- N/A

b) Friends of the Library – LD read The Friends’ January report.

The Book store sales remain strong. A new Friends member, Janet Onofrio, has volunteered frequently in the store.

c) Board of Finance – Susan Jacobs- BOF have heard Departmental operating budget requests, and the budget process will move forward with the next BOF meeting. There was nothing more to report on the Library’s operating budget, or operating budgets in general.

d) Board of Selectman – David Vogel did not have any update regarding the Library’s operating budget request, or operating budgets more generally. Both David and Susan complimented LD Eric and Jim Moriarty for their budget request presentation.

**4. Approval of Minutes- from January 10, 2022 Meeting.**

Andi Doucette moved and Dick Blackwell seconded to accept the minutes as presented--it was noted the Agenda incorrectly noted the minutes to be approved as the minutes from the January 10, 2021 meeting.

Motion passed unanimously 8-0.

## **5. Committees –**

- a. Budget & Finance – The Commission members reviewed the January financial reports.

LD explained that the existing amount of the Yudkin Family Gift increased in January 2022 as a result of an influx of additional funds. LD further explained that the Yudkin Family Gift is not donor restricted which allows for flexibility in how the gift is spent. LD also explained that the largest monthly expense from the 405 Fund was for digital media.

The Commission members reviewed the Munis report and it was noted that the operating budget on a percentage basis is on track for the fiscal year.

- b. Policy & Personnel – N/A

Elle Sheehy moved to accept the Committee reports. Tina Brogadir seconded. The motion

Passed unanimously, 8-0.

## **6. Directors Report –**

- a. Library Hours - The library has resumed full 54 hours a week beginning the week of January 17. The Library has a few open positions that will ultimately need to be filled to support operations at 54-hours per week; existing staff will manage the workload in the near-term.

Dick Blackwell moved to accept the Director's Report. A.J. Cappiello seconded. The motion passed unanimously, 8-0.

## **7. New Business –**

- a. Discussion of meetings in-person or virtually going forward. With Covid positivity rates decreasing and restrictions expiring, the Commission discussed the possibility of in-person meetings resuming by the spring of 2022. The Chair asked Commission members to consider their respective preference for meetings, whether in-person, virtual, or hybrid, and to be prepared to discuss preferences at the March meeting.
- b. Update on Operating Budget. There is no update.

## **8. Old Business –**

- a. Consideration of modifying the Circulation Policy to eliminate overdue fines. The Commission members discussed various alternatives, including elimination of fines for some items, and not others. It was decided that the Policy & Personnel committee will meet to discuss and develop a revised policy for fines and fees. The Policy and Personnel Committee will present their recommendation to the full Board at the March meeting.

## **9. Executive Session – N/A**

**10. Items for March 14, 2022, Zoom Meeting – 6:00 P.M.**

- a. Consideration of modifying Circulation Policy to eliminate overdue fines.
- b. Discussion of meetings in-person or virtually going forwards.

**11. Adjournment –**

Andi Doucette moved to adjourn and seconded by Dick Blackwell. Unanimously approved 8-0. Adjourned at 6:40 P.M.

**Respectfully submitted,**

Tom Shernow, Woodbridge Library Commission Secretary

- **All votes other than procedural votes were conducted by roll call.**