

Woodbridge Library Commission
March 13th, 2023 - 6:00 PM
Friends Meeting Room

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

Members Absent: AJ Capiello

Also Present: Eric Werthmann (Library Director); David Vogel (Board of Selectmen Liaison); Kyla DeRisi (Recording Secretary)

1. Call to Order at 6:01 PM by Tom Shernow

2. Public Comment and Reports

a) *Public Comment* - N/A

b) *Liaison Reports*

Board of Selectmen - April 24th is the preliminary budget hearing.

3. Approval of minutes of February 13th, 2023 meeting

It was clarified that Dick did not abstain from the motion to adjourn on February 13. He was temporarily absent from the room at the time of adjournment. This will be updated in the minutes.

Ellie made a motion to approve the February 13th, 2023 minutes. Emily seconded the motion. The motion was approved unanimously 8 to 0.

4. Committee reports

a) **Budget and Finance**

i. *Munis and 405 reports*

Munis - The budget for programs and publicity was slightly over the budget due to additional programming.

405 Report - State grant funds were used to pay for expenditures, including *OverDrive (Libby)*. Other noted expenditures included museum passes and accompanying software, children's programming, a puzzle program, a music program, Kanopy, and Consumer Report online subscription.

b) **Policy & Personnel**

i. *Approval of revisions to Food and Drink Policy and Volunteer Policy*

Some clarification occurred regarding where in the library food and drinks are consumed, but, by and large, the policy language remains similar. This is also true of the Volunteer policy. Some questions were discussed regarding school-aged volunteers, and it was determined that those concerns are covered by other entities.

ii. *Adoption of new Operations Policy*

It was clarified that the library will follow the Town's holiday closure schedule.

Line item 3 was discussed – How does the library stay open when there is a significant reduction in staff members? It was determined that the language should read as *3 library staff members* as the minimum number required to keep the library open.

How the public will be notified in the event of a closing was updated to include more general language.

c) Public Relations Committee

i. *“Quote Tote” update* - As of the end of last week, 21 bags have been sold. The new credit card reader at the Circulation Desk will hopefully continue to make purchase of bags easier.

Andi made a motion to accept the committee reports. Emily seconded the motion. The motion was unanimously approved 8 to 0.

5. Director's Report

As part of professional development, multiple library staff members will attend the Connecticut Library Association (CLA) Annual Conference at the Mystic Marriott on May 1-2.

A staff member from the Adult Services Department will be leaving their position.

The library will be taking on more cultural programming for the town, including the annual *Earth Day* event and *Woodbridge and Me*.

Dick made a motion to accept the Director's Report. Thanh seconded the motion. The motion was approved unanimously 8 to 0.

6. New Business - N/A

7. Old Business -

a) Operating Budget FY2024 approval – \$14,000 was cut from the Library's budget request by the Board of Selectmen, but the staffing budget was not touched.

8. Executive Session - N/A

9. Items for April 17th, 2023 meeting – The monthly meeting scheduled for April 17 was discussed.

Andi made a motion to cancel the April 17th and have a special meeting, if needed. Tom seconded the motion. The motion was approved unanimously 8 to 0.

10. Adjournment

Dick made a motion to adjourn. Tina seconded the motion. The motion was approved unanimously 8 to 0. The meeting was adjourned at 6.54pm.