

LIBRARY COMMISSION MEETING MINUTES—WOODBIDGE LIBRARY COMMISSION

March 14th, 2022

Remote via Zoom

Meeting Recording: <https://youtu.be/2B7KqAgjaQs>

Members Present: Jim Moriarty; Dick Blackwell; Tina Brogadir; A.J. Cappiello; Thanh Huntington; Eleanor Sheehy; Thomas Shernow

Members Absent: Emily Sharp; Andi Doucette

Also Present: Eric Werthmann, Library Director (LD); David Vogel, Board of Selectman;

1. Call to Order at approximately 6:00pm by Jim Moriarty

2. Additions to the Agenda—None

3. Public Comment and Liaison Reports

a) Public Comment—None

b) Friends of the Library Report—

Book donations are steady. Laurie Feldman is another new volunteer. Amity High School students are eager to volunteer for community service hours.

c) Board of Finance—N/A

d) Board of Selectman—

The Board is moving along with its strategic plan. The Housing Opportunity Study (HOS) committee gave a report and suggested that the board wait for the full HOS report before proceeding with the necessary steps involved with a housing opportunity referendum. Eversource addressed the board and the concerns of residents affected by their vegetation management program.

4. Approval of minutes from February 14th, 2022 Meeting

Dick Blackwell made a motion to accept the minutes as presented. Ellie Sheehy seconded the motion.

The minutes were unanimously approved, 7-0.

Committee reports

a. Budget and Finance—

Library Director Eric Werthmann reported that the Munis report is right where it should be; the library has spent about 60% of its budget. The 405 report showed a \$30.00 total revenue from book replacements. The main expenditure allowed for a set of computer chairs, which were outdated and uncomfortable, to be replaced.

b. Policy & Personnel—

Thanh Huntington reported on the Policy and Personnel Committee's proposed language for overdue fines in the library's Circulation Policy; the subcommittee recommends entirely eliminating fines for borrowed materials with the exception of museum passes, which will see an increase in fee from \$2.00 to \$5.00 for late returns.

A.J. Capiello called for a motion to accept the committee reports, which was seconded by Dick Blackwell.

The motion to accept the committee reports was unanimously approved, 7-0.

Dick Blackwell made a motion to accept the Policy & Personnel Committee's proposed changes to the language of the library's Circulation Policy. This motion was seconded by Tina Brogadir.

The motion to accept the committee reports was unanimously approved, 7-0.

5. Director's report

The library is planning more programs and "emerging" from the pandemic, as the mask mandate was lifted on March 1st and the library becomes busier. The Policy & Personnel committee will continue to work on the policy revision project.

Eleanor Sheehy made a motion to accept the director's report, which was seconded by Dick Blackwell.

The motion to accept the committee reports was unanimously approved, 7-0.

6. New Business

The content of the Supervision of Children Policy remains mostly the same as it reflects state law, but it has been updated in the interest of consistency and professionalism. The library commission will take more time to review the language ahead of next meeting.

The Merchandise Sales Policy has been modified to explicitly state procedures already in place at the library.

Dick Blackwell made a motion to accept The Merchandise Sales Policy as revised, which was seconded by AJ Capiello.

The motion to accept the revision was unanimously approved, 7-0.

7. Old Business

a. In-person vs. virtual meetings—

Meetings may commence in April if COVID numbers in Woodbridge remain in the yellow zone for the required three weeks. This will be an agenda item for next meeting.

b. Update on Operating Budget FY2023—

About \$20,000 of budget cuts were approved by the Board of Selectmen. The Board of Finance will meet soon and examine the budget, and possibly make additional cuts. The proposed budget cuts will not be sustainable in the long term, but the library can draw from its 405 funds for a limited period of time.

9. Executive Session—N/A

10. Items for April 18th, 2022, 6pm

- a. Approve the revised language for the Supervision of Children Policy
- b. Reevaluate the possibility of moving meetings in-person.

11. Adjournment

Dick Blackwell made a motion to adjourn. Chairman Huntington seconded the motion. Meeting adjourned at 6:44pm.

Respectfully Submitted,
Kyla DeRisi
Recording Secretary

Thomas Shernow
Secretary

