

LIBRARY COMMISSION MEETING MINUTES—WOODBIDGE LIBRARY COMMISSION

April 18th, 2022

Remote via Zoom – Meeting Recording: https://youtu.be/BAGo_3hjv3I

Members Present: Jim Moriarty (Chair); Dick Blackwell; Tina Brogadir; Thanh Huntington; Eleanor Sheehy; Thomas Shernow; Emily Sharp; Andi Doucette

Members Absent: A.J. Cappiello

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

Liaisons Absent: Susan Jacobs, Board of Finance

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 Comments—None

b) Friends of the Library Report—

i. Donna Lehman was nominated for (and won) the Connecticut Library Association volunteer award.

ii. The book sale is on April 23rd.

c) Board of Finance—None

d) Board of Selectman—

The Board of Selectman discussed the Center School renovation to the HVAC system. They discussed adding a waterline to the dog park. Eversource is coming in to cut the brush from the main high-tension powerlines that run through the town, hopefully with an eye towards transparency. The board spoke with the 2030 Ad Hoc Committee, which gave a presentation regarding economic development in the village area of the town. Other developments include the decision to waive the permit fee for the construction of the Massaro Farm pavilion; the town receiving a grant from the state to renovate firehouse; and the town using money received via American Rescue Plan to help budget strategically around the town's priorities.

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

Jim was listed twice under James Moriarty and Jim Moriarty, which means all unanimous vote counts from last meeting should have been approved 7-0, not 8-0.

Eleanor Sheehy made a motion to approve the changes to last meeting's minutes. Thanh Huntington seconded the motion.

The minutes and changes were unanimously approved, 6-0. Emily Sharp and Andi Doucette abstained due to being absent from the last meeting

5. Committee reports

a. Budget and Finance—

Library Director Eric Werthmann reported that the Munis report is fine—the library is slightly under budget this year. The 405 report shows that the library spent about \$4,400, primarily on digital materials, a physical subscription, and furniture for the children's department. The state grant was used for the physical subscription.

b. Policy & Personnel—

i. Training and Professional Development Policy—

Chairman Huntington reported on the Policy and Personnel Committee's condensing and changing the Training and Professional Development Policy, which is now the Training and Continuing Education Policy, as revised. Some redundant wording was eliminated.

Thomas Shernow called to accept the committee's changes to the newly renamed Training and Continuing Education Policy, which was seconded by Andi Doucette.

The motion to accept the committee's changes to the newly renamed Training and Continuing Education Policy was unanimously approved, 8-0.

ii. Public Relations Policy—

The Public Relations Policy was determined unnecessary and thus eliminated.

Andi Doucette made a motion to approve the committee's suggestion to eliminate The Public Relations policy. This motion was seconded by Emily Sharp.

Dick Blackwell expressed concern about the committee's suggestion to eliminate The Public Relations policy as it reflects the commission's commitment to working with stakeholders to increase library publicity, and Jim Moriarty suggested that he work with the Policy & Personnel committee to draft a new policy which speaks to the specific concerns around publicity.

The motion to accept the committee's recommendation to jettison the Public Relations Policy was passed with 7 in favor and 1 (Dick Blackwell) against.

6. Director's report

The library is hopeful that in-person programming will continue on the positive trajectory it has been on. A retired, long-time employee of the Woodbridge Town Library, Phyllis Hedberg, recently passed away. The library plans to either host an event in Phyllis' name, or name something in the Children's Department after her. Eric Werthmann will let the commission members know when that will occur.

Dick Blackwell asked whether there has been an increase in traffic since the removal of fines, to which Eric replied that there had been a recent increase of traffic, but it is unclear to what, specifically, it can be attributed.

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

The motion to accept the Director's Report was unanimously approved, 8-0.

7. New Business

a. Consideration of amending the Library Commission By-Laws

Jim Moriarty is moving out of Woodbridge and will be resigning from the library commission. By-Laws currently indicate that when there is a chair vacancy, the vice chairperson must take the position for 3 months or until the next election. Since Andi Doucette is not able to take on this position, and per the by-law amendments circulated by Eric Werthmann, Thomas Shernow would become the chair for the May, June, and July meetings. A new chair person would be elected in September. Jim has volunteered to stay on as a consultant for the next few meetings and/or as needed.

Andi Doucette made a motion to approve the amendments to the Library Commission By-Laws. Dick Blackwell seconded the motion.

The motion to accept the revision was unanimously approved, 8-0.

8. Old Business

a. The Supervision of Children Policy—

Eleanor Sheehy was able to look over the policy more closely, and approved the changes made.

There are no objections to the recommended amendments to The Supervision of Children Policy. The motion passed unanimously, 8-0.

b. Meetings in-person vs. virtual going forward—

The executive order that allows these types of meeting to remain virtual is expiring at the end of April. However, there is a statute being looked at which would allow such meetings to occur in a hybrid format. If that statute is not passed by the end of April, or if the executive order is not extended, then May's meeting will have to happen in person. The by-laws allow people to participate by phone, but it would be a violation of FOIA for *no one* to be in-person.

9. Executive Session—N/A

10. Items for May 9, 2022 meeting – 6 PM

- a. Election of secretary
- b. Report back from Eric, Dick, and Thanh regarding Dick's thoughts on library promotion/ creating a Library Promotion Policy

11. Adjournment

a. David Vogel et al. thanked Jim Moriarty for humor, excellent leadership, and hard work leading the commission.

b. Jim Moriarty made a motion to adjourn. Dick Blackwell seconded the motion, and the meeting was adjourned at 6:42pm.