

**Woodbridge Library Commission**  
**May 8th, 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; Cynthia Zak

**Members Absent:** AJ Capiello; Ellie Sheehy

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

**Member of the Public:** Thomas Raich

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

**2. Public Comment and Reports**

a) *Public Comment* - N/A

b) *Liaison Reports*

Board of Selectmen - The Town budget meeting will be held on May 15. The Amity High School referendum passed.

**3. Approval of minutes of March 13th, 2023 meeting** - Dick made a motion to approve, Andi seconded. Approved, 6 to 0 (Cynthia arrived after this portion of the meeting).

**4. Committee reports**

a) **Budget and Finance**

i. *Munis and 405 reports*

*Munis* - Encumbrances related to utilities were discussed.

*405 Report* - Previous charges moved from the munis budget are being billed from the 405 fund. The possible future use of the Yudkin family gift was also discussed.

b) **Policy & Personnel**

i. In the process of hiring a full-time librarian to replace the Adult Services Librarian position who left in February. Also discussed a promotion for an Assistant Library Director.

ii. A special meeting may be needed to help complete the hiring process.

c) **Public Relations** - 56 responses were gathered to date. The survey was sent out a few weeks prior to today's meeting. Andi and Thanh will ask the Beecher and Amity principals respectively if the link to the survey can be included in school-wide emails. The possibility of including the survey on the library computer desktops was also discussed.

Gifted Quote Totes to library volunteers was also considered.

*Andi made a motion to accept the committee reports as presented. Emily seconded the motion. The motion was approved 7 to 0.*

**5. Director's Report**

Nothing was highlighted from the written director's report.

**6. New Business -**

- a)** Consideration of amending Operations Policy to allow for the library to remain open on Saturdays throughout the summer. Historically the library has closed Saturdays, July 1 through Labor Day. The proposal was originally approved by the Commission and Library in 2019-20.

*Andi made the motion to eliminate the line in the Policy Manual. Dick second the motion. The motion was approved 7 to 0.*

- b)** Approval of new Woodbridge Town Library Policy Manual

Updates include ALA policies on the freedom to view information. The format of the manual is also updated for user-friendliness.

*Andi made a motion to accept the manual as presented. Thanh seconded the motion. The motion was approved 7 to 0.*

**7. Old Business -**

- a)** Operating Budget FY2024 update

**8. Executive Session - N/A**

**9. Items for June 12th, 2023 meeting –**

- a)** Survey result updates.
- b)** May Special Meeting on Zoom - endorsing hiring of new librarian and other staffing changes.

**10. Adjournment**

*Andi made a motion to adjourn at 6:41pm. Tina seconded the motion. The motion was approved unanimously 7 to 0. The meeting was adjourned at 6:42pm.*