

LIBRARY COMMISSION MEETING MINUTES – WOODBRIDGE LIBRARY COMMISSION

May 9th, 2022

Remote via Zoom Meeting Recording:

Members Present: Thomas Shernow (Interim Chair); Andi Doucette (Assistant Chair); Dick Blackwell; Eleanor Sheehy; Emily Sharp; A.J. Cappiello

Members Absent: Tina Brogadir; Thanh Huntington

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

Liaisons Absent: Susan Jacobs, Board of Finance

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

2. Additions to the Agenda—

a) Multiple members asked to discuss whether a new interim secretary is required now that Tom is interim chair.

Emily Sharpe & Andi Doucette made a motion to add the item to the agenda
Dick seconded the motion.

The motion was passed unanimously, 7-0.

b) Thomas Shernow said that he is comfortable in both roles, but Jim Moriarty encouraged caution because of Thomas' role on the Budget & Finance Committee. The way the bylaws are structured, it wouldn't even be interim secretary position the commission would be voting on. The role of secretary would be a position someone would have to take on until the election in 2023. The commission is allowed to call a special meeting to elect new secretary.

c) It was decided that the issue would be tabled.

3. Public Comment and Liaison Reports

a) Public Comments—None

b) Friends of the Library Report— One day book sale was held on April 23rd. The friends sold thousands of books and made over 1500 dollars. An Amity senior will start an internship next week.

- c) Board of Finance Liason Report—None
- d) Board of Selectman Liason Report –

The board is in the process of drafting a strategic plan. The strategic plan aims to balance the budget and refocus resources outside of just departments that traditionally use the largest amount of the funds, such as Education and Safety. The library falls into a different area than education or safety—Quality of Life.

The board is very concerned with the maintenance of the town center buildings (such as the center school, town hall, senior center, police department, and gym) and other construction projects. A waterline is going to be placed across the road near the library to provide water for the dog park.

The Annual Town Meeting will be on May 16th and all are welcome to attend to hear the presentation on the draft of the strategic plan and provide some input.

4. Approval of minutes from April 18th, 2022 Meeting

Andi Doucette made a motion to approve the minutes, Dick Blackwell seconded the motion.

The minutes were approved, 5-0. AJ Capiello abstained due to being absent from the last meeting

5. Committee reports

- a. Budget and Finance—

- i. Munis and 405 reports— The Munis report looks fine; there is one line that is 85 dollars over. There are substantial expenditures this month for the 405. The 1700 dollars for the state grant was mostly used towards the library's annual subscription to Creative Bug. The library helped to pay for screen that was purchased by the town hall so that it can use its own equipment for summer movie showings.

- Dick made a motion to accept the reports. Emily Sharp seconded the motion
The motion was accepted 7-0.

- b. Policy & Personnel – N/A

6. Director's report

Eric stresses that the annual town meeting will be happen on May 16th. It would be helpful if people want to attend. The Connecticut Library Association Conference was last week, and it was a very energizing event for the staff. There's a bicycle race this Saturday which is another activity the library is doing with the town. Dick Blackwell reminded Eric that the history digitization project has continued; Eric and the Town Clerk have been working on uploading some of these documents to the CT Digital Archive under Town of Woodbridge.

Eleanor Sheehy made a motion to accept the Director's Report, which was seconded by Andi Doucette.

The motion to accept the Director's Report was unanimously approved, 7-0.

7. New Business

a. Consideration of the creation of a Public Relations Committee

Dick Blackwell has observed that there seems to be some lack of awareness about the library, and it seems like the library's digital connection to its residents (ensuring residents are connected to the newsletter, etc.) is an important factor. Dick also suggests Market research to enhance this connection.

Andi Doucette made a motion to form an ad hoc Public Relations Committee, which was seconded by Dick Blackwell. The motion was approved unanimously, 7-0.

8. Old Business

a. Nominating Committee September 2022—It was determined that there will not be a need for a nominating committee and that the commission will vote for a chair and secretary at the September meeting.

b. Meetings in-person vs. virtual going forward – This decision can be made on a month-by-month basis. The June meeting will be in-person unless otherwise changed leading up to the date.

c. Update on Operating Budget FY2023
Nothing to add—Eric Werthmann spoke about it in his director's report.

9. Executive Session—N/A

10. Items for June 13, 2022 meeting – 6 PM

- a. Appoint members for the Public Relations Committee

11. Adjournment

- a. Andi Doucette made a motion to adjourn. Emily Sharp seconded the motion, and the meeting was adjourned at 7:07pm.

Respectfully submitted,

Tom Shernow, Woodbridge Library Commission Secretary