

Woodbridge Library Commission
Special Meeting
June 20, 2022 - 6:00 PM
Friends Meeting Room

Members Present: Thomas Shernow (Interim Chair); Andi Doucette (Assistant Chair); Dick Blackwell; Tina Brogadir; Thanh Huntington

Members Absent: Eleanor Sheehy; Emily Sharp; A.J. Capiello

Also Present: Eric Werthmann, Library Director (LD); James Moriarty

Liaisons Absent: Susan Jacobs, Board of Finance; David Vogel, Board of Selectman

1. Call to Order at approximately 6:04pm by Tom Shernow

2. Public Comment and Reports

a. Public comment (N/A)

b. Friends of the Library Liaison Report –

It was mentioned that the Friends are no longer accepting book donations as of the end of the month. Andi Doucette asked about the criteria for internships at the library. For the both The Friends and the various library departments, it depends on needs as well as staff/volunteer capacity to oversee interns.

c. Board of Finance Liaison Report (N/A)

d. Board of Selectmen Liaison Report (N/A)

3. Approval of Minutes from May 9, 2022

Andi made a motion to accept the minutes. Dick seconded the motion.

The motion to accept the minutes was unanimously approved 5 to 0.

4. Committee reports

a. Budget and Finance: i. Munis and 405 reports—

Munis Report: The second-and third-line items in the report were discussed and Eric mentioned that the library is still in the process of filling part-time positions. The electricity budget and expenditures were discussed, and it was noted that commission will have a clearer picture of the final electric costs for the summer months by the time the September meeting occurs because of the way the payments are processed.

405 Report: Eric noted that there was income from the \$11,000 grant the library received, a higher amount than last year, based upon the amount of reciprocal lending The Woodbridge Town Library has been doing for patrons from other towns. Time limits and other restrictions for this grant were discussed. It was also mentioned that there have been few complaints so far from patrons about the decision to lower the number of items patrons can borrow in Hoopla from 10 to 7 per month—the library will continue to monitor this.

b. Policy & Personnel—

Eric says the library is in the process of hiring a new part-time employee. Various members agreed that a special Zoom meeting can be held between today and the July meeting to approve the new hire.

Andi made a motion to approve the committee reports. Thanh seconded.

The motion to accept the committee reports was unanimously approved 5 to 0.

5. Director's report

Eric mentioned that, overall, the activities at the library have been going well; it has been busy, especially in the children's department, as summer reading has begun.

Promotion for online library card sign-up was discussed; specifically, it was clarified that this would likely be promoted through the normal means that the library uses. Various members had questions about the specific processes of the opt-in/opt-out options for patrons signing up for online library cards in regards to receiving the library's e-newsletter. It was clarified that some of these details will need to be discussed between the Circulation and Reference departments of the library, who will be establishing the procedures for helping patron complete these sign-ups.

Tina made a motion to approve the director's reports. Andi seconded the motion. The motion to accept the Director's Report was unanimously approved, 5-0.

6. New Business

Ad hoc public relations committee—

It was clarified that Dick, Tom, and Andi are the members that want to be on this committee, and that it is possible (but not necessary) that a fourth, yet-to-be-determined-member, joins them.

7. Old Business

a. **Discussion of meetings in-person or virtually going forward** – All present agreed to continue to meet in person for the time being.

b. **Update on Operating Budget FY2023**—the Operating Budget has passed. The Amity Budget has passed as well.

9. Executive Session—N/A

10. Items for July 11th, 2022 meeting – 6 PM

In the next meeting, members will be reminded that an election will take place at the September meeting.

11. Adjournment

a. Dick made a motion to adjourn. Andi seconded the motion, and the meeting was adjourned at 6:45pm.