

Woodbridge Library Commission  
July 11th, 2022 - 6:00 PM  
Friends Meeting Room

**Members Present:** Thomas Shernow (Interim Chair); Andi Doucette (Assistant Chair); Dick Blackwell; Thanh Huntington; A.J. Cappiello; Emily Sharp; Tina Brogadir

**Members Absent:** Eleanor Sheehy

**Also Present:** Eric Werthmann, Library Director (LD); David Vogel, Board of Selectmen; James Moriarty

**1. Call to Order at approximately 6:00pm by Tom Shernow**

**2. Public Comment and Reports**

a. Public comment (N/A)

b. Friends of the Library Liaison Report –

The friends are not taking donations for the rest of the summer. They amended their bylaws and are expanding their mission to include outreach in the community—for example, they are developing their relationship with Amity High School.

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

d. Board of Selectmen Liaison Report— Personnel committee approved a 2.4% cost of living increase for all full and part time employees—a percentage which is driven by union contracts. The Board of Selectman has continued its discussion of the Strategic Plan, the goals of which will aim to enhance communication, collaboration, and information sharing between the board and the various commissions.

**3. Approval of Minutes from June 20<sup>th</sup> and June 23<sup>rd</sup> Meetings**

Andi made a motion to accept the June 20<sup>th</sup> Special Meeting minutes. Dick seconded the motion.

The motion to accept the minutes was unanimously approved, 5 to 0. Emily and AJ abstain.

Andi made a motion to accept the June 23<sup>rd</sup> Special Meeting Minutes. Dick seconded the motion.

The motion to accept the minutes was unanimously approved 7 to 0.

**4. Committee reports**

a. Budget and Finance:

i. Munis and 405 reports— There are still invoices and percentages on the payroll that will not appear until September because of the way payments are processed. These numbers will change significantly by September, but the library is currently well under budget. The largest expenditures on the 405 report

include a \$400 Jazz program and payment to Kanopy, which totaled around \$200. Lowering the number of checkouts allowed on Hoopla per month has led to a decrease in spending of around \$200 per month. Very few patrons have taken issue with the lower checkout limit. Ongoing, some money may be moved to cover Hoopla costs from the budget for obsolete tech—such as DVDs, books on CD, etc.—which continue to have lower circulation.

b. Policy & Personnel:

The library commission met and approved the hire of a new part-time Children's Services Assistant/ Circulation Assistant. The effort to bring various library staff members into commission meetings will continue.

c. Public Relations Committee

The committee is working on getting a newsletter out in the August 26<sup>th</sup> issue of the Woodbridge Town News, as well as raising awareness of library services offered. The goal is to drive sign-ups for programs, library cards, and the e-newsletter.

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

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

**5. Director's Report**

Cross-training employees in multiple areas of expertise and responsibility was discussed. The library has been closed on Saturdays in July and August for many years, and the Commission began discussion of whether or not this will continue next summer.

**6. New Business—N/A**

**7. Old Business**

a. September officer election— With Jim's resignation, the commission will elect a new chairperson, and it was clarified how the process will go. Tom will lead the election as interim chair. The commission will elect the new chairperson for a one-year term, and then that chairperson will lead the election for a secretary for a one-year term. Nominations will be accepted from the floor—members are allowed to nominate themselves or someone else.

**9. Executive Session—N/A**

**10. Items for September 12, 2022 meeting at 6pm**

- a) See if a staff member can attend
- b) Recap of how the marketing flyer went
- c) The election

- d) May or may not need to revisit the possibility of in-person versus virtual meetings

**11. Adjournment**

- a. Emily made a motion to adjourn. Tina seconded the motion, and the meeting was adjourned at 6:47pm.