

Woodbridge Library Commission Minutes
July 12, 2021
The Woodbridge Center Cafe 6:30 PM

Members Present: Tom Shernow (Chair), Tina Brogadir, Jim Moriarty, Emily Sharp, Andi Doucette, Dick Blackwell, Margaret Hamilton, Thanh Huntington

Members Absent: AJ Cappiello

Also Present: Eric Werthmann, Library Director (LD), David Vogel, Board of Selectman, Jeanette Glicksman, Sandy Stein, Ellen Spark (Mses. Glicksman, Stein and Spark were present for the presentation of thank you gifts to Ms. Glicksman).

1. Call to Order at 6:36 by Thomas Shernow. Member, Jim Moriarty, serving as acting secretary.

2. Thank you to former Commission Chair Jeanette Glicksman-

The Commission members presented Ms. Glicksman with a plaque and potted rosebush to thank her for fifteen years of service on the Library Commission, and to acknowledge her significant contributions to the Library.

3. Additions to the Agenda – None

4. Public Comment and Liaison Report-

a) Public comment- N/A

b) Friends of the Library – LD informed the Commissioners in the Friends’ Report that the Barbara Rader Memorial Program with speaker Dr. Mark Schenker was well received with 55 people in attendance. Bookstore alley has opened for a few hours a week and shoppers are returning. The Friends held a mini book sale on Saturday, July 10. The sale was well attended and the Friends also received a number of donations.

c) Board of Finance –N/A.

d) Board of Selectman –David Vogel is the new Board of Selectman Liaison to the Library Commission. Mr. Vogel will attend his first BOS meeting on July 14, 2021, and will report to the Commission on BOS business at the next Commission meeting in September.

5. Approval of Minutes-

From June 14, 2021 Commission meeting –Tina Brogadir moved to accept the minutes and seconded by Jim Moriarty. The motion passed 4-0-4, with Commission members who were not in attendance at the June 14 meeting abstaining.

6. Approval of Minutes-

From June 30, 2021, Special meeting- Andi Doucette moved to accept the minutes and seconded by Emily Sharp. The motion passed 4-0-4, with Commission members who were not in attendance at the June 30 meeting abstaining.

7. Committees –

a. Budget & Finance –

Munis and 405 Reports- The Commission members received June financial reports and the 405 (Funds) report. The LD described each of the financial reports for the new Commission members. There was a brief discussion of the electric line item in the Munis which is approximately \$10,000 below budget. The consensus was that the cost saving was due to the Library closure during the pandemic. There was also a brief discussion concerning a small amount of money remaining in the Director's salary line item. The LD pointed out that the MUNIS included salary for the last three days of June, that amount will be paid in July, and there will not be any remaining funds in the Director salary line item at fiscal yearend.

Andi Doucette moved to accept both reports. Emily Sharp seconded, and the motion passed 8-0.

b. Policy & Personnel –

LD reported that the Library is now open 30 hours per week and as a result of the increased hours has added a Circulation Assistant and Part-time Reference Assistant. The LD reported that there will be additional hiring when the Library further increases it hours of operation this Fall.

The LD commented on the Commission's June 30, 2021, approval of Beth Weintraub to the position of Assistant Head of Children's Services and the Endorsement of Emily Cantor to Head of Adult Services. Ms. Cantor's promotion requires BOS approval, and the first aspect of the approval was received from the BOS Personnel Committee on July 12. Ms. Cantor's candidacy will be considered by the full BOS on July 14, 2021.

c. Property Maintenance –

LD reported that during the heavy rain on July 9, 2021, there was water leaking from the roof of the Woodbridge Room. The roof was inspected, but the area of the leak was not easily identified. A further investigation will be undertaken. The leak did not cause any damage to Library property.

8. Directors report –

a. The LD reported that as of July 6, 2021, the Library expanded its hours to 30-per week. The LD reported that the Library is offering more programming, has been very busy, and patrons are very happy with the longer hours and increased programming.

b. The LD reported on the Library's application for funds from the American Rescue Plan grant ("ARPA"). The submitted application seeks \$16,105, the amount the LD

was informed is available for the Library, to purchase new furniture (chairs and outdoor picnic tables). Many of the chairs within the Library are more than 20-years old and need to be replaced. The ARPA grant will allow the Library to purchase modern, comfortable, and easy to clean/sanitize furniture at no cost to the Town.

- c. The LD reported that the Library's new fiber optic internet connection is up and running. The fiber connection provides fast, reliable internet access, and will allow the Library to utilize new and emerging technologies without concern for inadequate bandwidth or data speed. The project was paid for with monies received from a grant, and was at no cost to the Town.
- d. The LD reported on potential staffing concerns when the Library further increases its hours of operation. Thereafter, a discussion ensued with the LD describing for the new members the budget process generally, and how the budget was impacted by the Pandemic.

10. New Business –

- a. Nominating Committee Report- In accordance with Commission Bylaws, during the June 14, 2021, meeting the Chair appointed Emily Sharp, Tina Brogadir and Andi Doucette to serve on the Nominating Committee to propose a slate of officers to be considered at the September 2021 meeting. Ms. Sharp reported that the Nominating Committee proposes:
 - i. Jim Moriarty as Chair;
 - ii. Andi Doucette as vice-chair; and
 - iii. Tom Shernow as Secretary/Treasurer.

Tina Brogadir made a motion to accept the Nominating Committee's report and recommendation. Emily Sharp seconded the motion, and the motion passed 8-0.

11. Old Business -

Library Commission Meetings; Virtual or in-person-The Commission members discussed their respective preference for meetings to be conducted in-person or virtually. The pros and cons of each type of meeting was discussed, with public access to meetings a factor in favor of in-person meetings and ease of attendance a factor in favor of virtual meetings. The Commission agreed to meet in person in September to conduct the election of a new slate of officers, and to revisit whether meetings will be in-person or virtual after September. The LD will look into whether a hybrid approach, with some members in attendance in-person and others virtually, is permitted.

12. Executive Session – N /A

13. Items for September 13, 2021 Meeting – 6:30 P.M.

- a. Election of Commission Officers
- b. Form of Meeting: in-person, virtual, or hybrid
- c. Committee Appointments

14. Adjournment

Moved to adjourn by Emily Sharp. Seconded by Andi Doucette. Unanimously approved 8-0. Adjourned at 7:30 P.M.

Respectfully submitted,

James Moriarty, Acting Woodbridge Library Commission Secretary