

**Woodbridge Library Commission**  
**September 11th, 2023 - 6:00 PM**  
**Friends Meeting Room**

**Members Present:** Thomas Shernow (Chair), Andi Doucette (Vice Chair), Thanh Huntington (Secretary), Dick Blackwell, Tina Brogadir, Cynthia Zak, AJ Capiello, Emily Sharp

**Members Absent:** Ellie Sheehy

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

1. **Call to Order** at 6:02 PM by Tom Shernow
  
2. **Public Comment and Reports**
  - a) *Public Comment - N/A*
  - b) *Liaison Reports - The Friends will have a table at the annual Woodbridge Like Me event on September 30 from 11:00 am - 2:00 pm. They are largely finished with their first furniture-buying project. Next, they will focus on updating furniture in the children's department craftroom.*
  
3. **Approval of minutes of July 12, 2023 meeting**

*Dick made a motion to accept minutes, and Tina seconded. Andi, AJ, and Thanh abstained.*
  
4. **Committee reports**
  - a) **Budget and Finance**
    - i. *Munis and 405 reports:*

*Munis Report-* Transfers and adjustments were made to the budget by the town. Changes in staff numbers may account for these budget adjustments.

*405 Report-* EOY budget is on target, however future adjustments for digital material need to be considered. The August bill for Hoopla is the largest it has ever been (\$2,000). Most of these funds were spent on Ebooks, Museum Passes, etc. The Friends contributed funds to the library on July 1st. A fund that was misplaced in the wrong category was corrected in this past 405 report.
  
  - b) **Policy & Personnel** - The updated Policies and Procedures manual was reviewed with staff at Staff Day in August. All staff positions are currently filled.
  
  - c) **Public Relations Committee**
    - i. *PR campaign update:* Dick reported that there are approximately 250 residents in the three Woodbridge assisted living facilities and that

management of all three are interested in their residents learning more about the library. Eric will have Donna Faryna (new Adult Services Librarian) reestablish relationships with the Linden Center and other community organizations.

*Andi made a motion to accept committee reports, and Emily seconded. The motion was approved unanimously 8 to 0.*

**5. Director's Report -**

The library was one of 8 libraries awarded a grant for Digital Navigation Service. Eric and staff will work on this grant for 24 months. The August Staff Professional Development went well. At the *Woodbridge Like Me* event, the Library will open a table for new library card sign-ups. The Lion Consortium updated its statement of purpose.

**6. New Business**

- a) **Holiday hours request** - Request for 4:30pm closure the day before Thanksgiving and for closure on Saturday, December 23.

*Tom made a motion to accept the requests, and Thanh seconded. The motion was approved unanimously 8 to 0.*

**7. Old Business**

- a) N/A

**8. Executive Session**

**9. Items for October 10, 2023 meeting** - Library of Things

**10. Adjournment**

*Andi made a motion to adjourn at 6:30pm, and Tina seconded. The motion was approved unanimously 8 to 0.*