

Woodbridge Library Commission
September 12th, 2022 - 6:00 PM
Friends Meeting Room

Members Present: Thomas Shernow (Interim Chair); Andi Doucette (Vice Chair); Dick Blackwell; Thanh Huntington; Ellie Sheehy; A.J. Cappiello; Emily Sharp

Members Absent: Tina Brogadir

Also Present: Eric Werthmann, Library Director (LD); David Vogel, Board of Selectmen; Thomas Raich

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

2. Office Elections

a. Election of Library Commission Chair

Dick nominated Tom Shernow for the Library Commission Chair. Andi seconded the motion.

b. Election of Library Commission Secretary

Andi nominated Thanh Huntington for the Library Commission Secretary and Ellie seconded.

The nominations were unanimously approved 7 to 0.

3. Public Comment and Reports

a. Public Comment---Thomas Raich came to observe.

b. Friends of the Library Liaison Report – Donations are being reopened in October. The Friends’ methods and procedures around donating books to the friends were discussed.

c. Board of Finance Liaison Report—N/A

d. Board of Selectmen Liaison Report—It was discussed that the Board of Selectmen are changing reporting processes for liaisons to the various commissions.

4. Approval of minutes of July 11, 2022 meeting

Andi made a motion to approve the July 11th minutes. Dick seconded the motion. The motion to accept the minutes was unanimously approved, 7 to 0. Ellie abstained due to being absent during July’s meeting.

5. Committee reports

a. Budgets and Finance

Operating budget—A FY2022 year-end budget report was examined in order to view expenditures which were made in the new fiscal year. The current FY2023 expenditures are about where they should be. The issue of solar panels for cost-saving purposes was discussed.

405 budgets—July and August's 405 were combined into one budget because of the lack of meeting in August. Expenditures for cataloging and ordering software as well as those for programming and Hoopla were highlighted.

b. Policy & Personnel- N/A

c. Public Relations— A new flyer detailing the library's services was discussed, as was the printing issue with it. The committee is exploring a way for the library to thank local teachers.

Emily made a motion to accept the reports, AJ seconded. Dick, who had to briefly step out of the meeting, abstained.

6. Director's report

Staffing issues were discussed. There is one more part-time position to fill after filling the two most recent openings. Children's Services summer report was strong. Circulation has generally recovered from 2020 plummet—digital circulation is on the rise. A new mural for the Children's Department and program discussed.

Andi moved to accept the reports, Dick seconded. The motion to accept the director's report was approved, 7 to 0.

7. New business

a. Approval of part-time employees—circulation assistant positions.

Dick made a motion to hire Ramona Biondi and Joseph McLaughlin as part-time circulation assistants and Thanh seconded. The motion to accept the new part-time employees were accepted, 7 to 0.

b. Capital Budget FY2024—Capital budget FY2024 was discussed, including carpeting.

c. Library tote bags—adding variety and options in design and size to tote bags available for purchase was discussed. Eric and Andi will follow up on this project.

d. Development of a library of things—such as mobile hotspots, telescope, a pizza oven, bicycles, etc.—was discussed. Creating policy was also discussed as well as

where are these items purchased and how expensive they tend to be. The Policy and Personnel Committee will meet about this.

Old business—N/A

9. Executive Session—N/A

10. Items for October 11, 2022 (Tuesday) meeting at 6pm

Updates on marketing flyer, library of things and capital budget.

11. Adjournment

Dick made a motion to adjourn, Emily seconded. The motion to adjourn was approved 7 to 0.