

Woodbridge Library Commission Minutes
September 13, 2021
Remote-Via- Zoom 6:30 PM

Meeting Recording:

https://us06web.zoom.us/rec/share/cAwBDRG9m8wiDcHVE_ojVhviN41LXrrPw4aaAKmRqC5Bfck03GixliHnhm7GikGy.uBsGgY1a3c-SKrwD

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

Members Absent: Ellie Sheehy

Also Present: Eric Werthmann, Library Director (LD), David Vogel, Board of Selectman and Susan Jacobs, Board of Finance.

1. Call to Order at 6:31 by Thomas Shernow, Interim Chair.

2. Additions to the Agenda – None

3. Nominating committee report

- a) Presentation of slate of officers. The Committee presented the following slate of Officers for the July 2021- June 2023 term:

James Moriarty – Chair
Andi Doucette – Vice Chair
Tom Shernow – Secretary/Treasurer

- b) Election of Commission Officers- No other nominations were presented. Emily Sharp moved to elect the slate as presented. Thanh Huntington seconded the motion. Motion passed unanimously, 8-0. James Moriarty led the meeting at this time.

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 Donations have been steady but not overwhelming.

Sales at the Tiny Bookstore and Bookstore Alley are strong as are our Amazon sales.

The Friends will have a mini sale on Saturday, October 2 featuring multicultural books during the Town’s Diversity and Inclusion Event.

- c) Board of Finance – Susan Jacobs reported that there was not an August BOF meeting.

- d) Board of Selectman –David Vogel informed us that the BOS was appreciative that the Library Department underspent their Fiscal Year 2021 Budget.

5. Approval of Minutes-

From July 12, 2021 Commission meeting – Tom Shernow moved to accept the minutes and seconded by Andi Doucette. The motion passed 7-0-1 with one Commission member who was not in attendance at the July 12 meeting abstaining.

6. Committees –

- a. Budget & Finance –

Munis and 405 Reports- The Commission members received revised June financial reports and the 405 (Funds) report as well as August 31, 2021 financial and 405 (Funds) reports. The LD described each of the financial reports for the new Commission members. There was a brief discussion of the revised June 2021 Munis Report- water line item which exceeded budgeted amount . LD will discuss with Town Hall.

- b. Policy & Personnel – See Director’s Report

- c. Property Maintenance –

LD reported that during the heavy rain has resulted in some water accumulating in the basement. No property was damaged, and the basement has dried out.

Andi Doucette moved to accept all Committee reports and Tom Shernow seconded. The motion passed unanimously, 8-0.

7. Directors Report –

- a. Two positions are in the process of being hired – the full-time Children’s Assistant position that was made vacant when Emily and Beth were promoted. Also, a part-time Reference Librarian position that has been vacant since the beginning of the pandemic. LD will appreciate if there could be a Special Library Commission meeting later in September to approve these hires. Once these two positions have been filled, the Library should be able to expand our hours to 45 hours per week, including Saturdays. This is in line with the re-opening plan LD submitted to the Boards of Selectman and Finance in the Spring.
- b. We are scaling back our Park & Pickup service as of September 13th. Going forwards this service will only be made available upon Patron request. This service consumes an incredible amount of work and placed a strain on our staff. Now that the Library’s hours have increased patrons who prefer contactless access will still have access to our materials.

- c. The LD reported in July on the Library’s application for funds from the American Rescue Plan grant (“ARPA”). We received the \$16,105 grant. The first purchase will be lounge chairs for the Children’s Department and the Café area.
- d. Library Patio project has been included in a possible larger project that the Town is developing. The plan would include an overhang to allow events to be held in the rain. The timing of this project has not been finalized.

Andi Doucette moved to accept the Director’s Report, seconded by Tina Brogadir. Motion passed unanimously, 8-0.

8. New Business –

- a. Committee appointments. There have been two Library sub-committees in past years that meet on to work on projects with the goal of presenting their recommendations to the full board. The Chair is a member of both committees.

Policy & Personnel committee consists of five non-Officer members.

Property & Maintenance consist of three non-Office members. There was discussion as to the need of an official Property & Maintenance subcommittee or if these duties may be handled by an ad-hoc committee when a need arises.

Committees will be discussed at the October meeting.

- b. Consideration of closing the Library on October 20 for staff development. LD discussed the need for this, there has not been a development day since the pandemic began. The plan is to receive two major trainings:
 - 1) First Aid/CPR/AED training from American Medical Response.
 - 2) LGBTQ+ 101- “An introduction to Identities & Allyship” from the Triangle Community Center.

Additionally there will be some team building exercises and time to decorate pumpkins that will be displayed. Emily Sharp moved to approve this and Tina Brogadir seconded. Motion passed unanimously, 8-0.

9. Old Business – N/A

10. Executive Session – N /A

11. Items for Tuesday (!) October 12, 2021 Zoom Meeting – 6:30 P.M.

- a. Committee Appointments

12. Adjournment

Moved to adjourn by Tina Brogadir and seconded by Emily Sharp. Unanimously approved 8-0. Adjourned at 7:13 P.M.

Respectfully submitted,

Tom Shernow, Woodbridge Library Commission Secretary

- **All votes were conducted by roll call.**