

**Woodbridge Library Commission**  
**November 13th, 2023 - 6:00 PM**  
**Friends Meeting Room**

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

**Members Absent:** Emily Sharp

**Also Present:** Eric Werthmann (Library Director); Kyla DeRisi (Recording Secretary); David Vogel (Liaison)

1. **Call to Order** - Tom called the meeting to order at 6:01pm.
2. **Public Comment and Reports**
  - a) **Public Comment** - N/A
  - b) **Liaison Reports** - New administration will start in January 2024.
3. **Approval of minutes of October 10, 2023 meeting**

*Andi made a motion to accept minutes, and Dick seconded. AJ abstained. The motion was approved 7 to 0.*
4. **Committee reports**
  - a) **Budget and Finance**
    - i. *Munis and 405 reports:*

*Munis Report* - 30.3% of the budget was spent, which is on target.

*405 Report* - Primary expenditure noted in state grant is due to the self check-out software license. It was discussed that statistics should be collected to determine how much the self-checkout machine is being used. Costs associated with keeping the automated system: \$1700 license fees plus additional LION fees per year. Eric will investigate statistics and any unforeseen effects removing the self-checkout machine might have. Other expenditures from The Friends include book club expenditures and program supply expense reimbursement.
  - b) **Policy & Personnel** - (will be discussed in New Business)
  - c) **Public Relations Committee** - Eric has reached out to the local Senior Living centers to reestablish relationships and to discuss Digital Navigation Grant programming.

*Tom made a motion to accept committee reports, and Ellie seconded. The motion was approved unanimously 8 to 0.*
5. **Director's Report** - Context was provided for personnel changes in the Technical Services Department.
6. **New Business**
  - a) **Approval of hire of Technical Services Assistant** - *Andi made the motion to approve the hiring, and Dick seconded. The motion was approved unanimously 8 to 0.*

- b) **Approval of Library Commission meeting dates for 2024** - *Ellie made a motion to accept commission meeting dates for 2024, and Dick seconded. The motion was approved unanimously 8 to 0.*
- c) **Approval of Capital Budget FY2025** - *Thanh made a motion to accept the Capital Budget FY2025, and Tina seconded. The motion was approved unanimously 8 to 0.*
- d) **Operating Budget FY2025** - Eric shared preliminary notes for FY2025 budget.
- e) **Set date for December's special meeting** - It was discussed whether a special meeting needed to be scheduled. Specifically, it was decided that Eric would instead send out a draft budget for members to offer feedback.

*Andi made a motion to cancel the December meeting, and AJ seconded. The motion was approved unanimously 8 to 0.*

## 7. Old Business

- a) **Library of Things (LoT) update** - Due to departures from the Technical Services department, the launch of LoT will be further delayed. LoT items have been purchased, cataloged, and storage of items determined.

## 8. Executive Session - N/A

## 9. Items for January 8, 2024 meeting - Operating Budget FY2025, Changes with Boards/Commission Members

## 10. Adjournment

*Dick made a motion to adjourn the meeting at 6:50pm, and Andi seconded. The motion was approved unanimously 8 to 0.*