

**Waterford Public Library
Board of Trustees**

Minutes of Meeting of 9 May 2023

President Aaron Rosenberg called the meeting to order at 6:03 p.m.

Trustees present: C. Giordano, E. Boyce, J. Lehet, G. Ritter, J. Merrill, M. Furey-Wagner, G. Ritter, A. Roberge (via Zoom), L. Couture,, N. Dragoli. Also present C. Johnson, Library Director. Not present: J. Mullen

1. Consent Agenda

Motion made by G. Ritter, seconded by N. Dragoli, to accept the Consent Agenda including the Minutes from 14 March, the Treasurer's Report, and the Financial Report. All in favor.

2. President's Report

- An article, from The Day, on Preston's funding of their Library was read.
- Attention was drawn to the various webinars that have been offered to Library Trustees in Connecticut in the past few months. A reminder, the duties of the Director are for day to day matters and staffing while the Board of Trustees is responsible for governance and to oversee the policies of the library and advocating for the library. Trustees are to act as a group not individuals.
- In honor of the 100th Anniversary of Waterford Public Library, the President had compiled a quiz incorporating dates, places, and persons important to WPL's history for the Trustees to answer.

3. Committee Reports

• Finance

G. Ritter stated the endowment remains at approximately \$3.2 M with no change in the allocation of investments. The Finance Committee will have a meeting prior to the July 11th Annual Meeting.

• Development and and Fundraising

M. Furey-Wagner reported net Fundraising \$2,236 change year over year for a total fundraising of \$30,488. Expenses were up over last year resulting in a net fundraising of \$28,855 as of 5 May. The Centennial Donor Drive mailer went out on 9 May. It was sent to people who have contributed in the past but not this year. The target is 100 participants of \$100 each. The names of all contributors will be listed on a poster in the entry foyer by 1 June. Currently the campaign has collected approximately \$4,000.

• Nominating

C. Giordano reported there was an interview prior to the Trustees meeting and the candidate looked promising. There is still one interviewee to go and then a decision will be made for the one vacancy open.

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- Strategic Planning

C. Johnson and C. Giordano reported that because of the CLC cohort availability, WPL should wait and use those services and guidance to develop our Survey. This should result in a stronger plan and a slight delay in the time line. It is anticipated the Survey would start in September and finish in December. Library Staff is looking at other library's surveys.

4. Director's Report

Budget

- BOF hearing was 1 March and final action taken 7 March. BOF approved the revised library budget request of \$1,006,837. The RTM budget hearing is scheduled for Wednesday 10 May.

Building and Facilities

- Current vendor for HVAC indicates current rooftop unit is no longer serviceable. Thus, a temporary chiller may need to be brought in this summer.
- Regarding the CSLIB grant for new HVAC, the Town has until June 2024 to initiate work via a signed contract.
- The First Selectman and Finance Director do not think there needs to be an official Town building committee for this project.
- DPW will finalize the RFP to go out for bids that will include a request for options for both oil and gas solutions.
- Quotes have been requested, from TOW plumber, to replace the current water fountain with a combination water bottle filling and fountain unit.
- Underground oil tanks must be removed. An above ground cement unit will be installed on the SE corner of the building. Will wait until bids and recommendations on the replacement HVAC are received.
- Staff has concerns regarding mold in the building due to repeated ceiling leaks. DPW has arranged for an inspection and report.

Grants

- An application with the CT Office of the Arts and Lifetime Arts Creative Aging program was submitted. The decision on providing \$2,500 in seed money for arts based programming for older adults will be announced 1 June.
- Four grants for Youth Services received total \$9,500 in funding. They include monies for summer enrichment, special needs families, Spanish speaking community needs, and equity based summer programs.

Personnel Updates

- The first annual Staff Development Training, 17 March, was successful.
- Our previous PT Info/Ref assistant, M. Behney, will be returning.
- K. Smith, a current library student, is joining the team as a substitute Info/Ref assistant.

Service and Program Updates

- The Town and library's new website launched 23 March.
- The new LibCal calendar will go live by the end of May.
- L. Erickson is currently testing the new Autorenewals feature of the SirsiDynix system. It is anticipated it will go live in June. This will put WPL on a circulation parity with other libraries in the state.

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- K. James and L. Erickson are working on separating all Christmas/seasonal paperback and hardback fiction to a special section of the mezzanine to free up space in the regular fiction and make it easier to locate these titles in December.
- New monthly Mystery Book Club has been added to regular programming.

Outreach

- A. Rosenberg, E. Boyce, J. Bivona, and C. Johnson represented the library at the M&T bank grand opening in Waterford and accepted the \$3,000 ceremonial grant check.
- Library staff was represented at Clark Lane Middle School's Wellness Fair, the Senior Center's quarterly book group discussion, the launch event of the Center for Housing Equity and Opportunity in Eastern CT, outreach at the Jewish Federal of Eastern CT luncheon, and an information table at the Farmer's Market at the Community Center the last Saturday in April.

5. **Old Business** - None

6. **New Business**

- Renewal of terms for Board of Trustees and election of officers for 2024 will occur at the Annual meeting.
- The issue of pay equity for library staff was addressed with PRB. Terms and conditions of employment and pay equity (section 3) state: "It is the policy of the Waterford Public Library that the terms and conditions of employment for library staff be comparable to or exceed those of town employees." This has been true since 8 August 1984. However, the Town lawyer said the Town policies don't match. C. Johnson will reach out to PRB and the First Selectman.

7. **Adjournment**

A motion was made at 7:28 by L. Couture and seconded by C. Giordano to adjourn. All in favor.

Respectfully submitted 12 May 2023

Joy S. Merrill, Secretary