

Waterford Public Library
Board of Trustees

Minutes of Meeting of 18 November 2025

1. President M. Furey-Wagner called the meeting to order at 5:58 p.m.

Trustees present: M. Furey-Wagner, E. Boyce, N. Dragoli, B. Kyne (via Zoom), J. Merrill, G. Ritter, A. Robarge, A. Rosenberg, A. Simpson. Also present, C. Johnson, Library Director.

Not present: L. Couture, C. Giordano, J. Lehet.

2. Public Comment - none

3. Consent Agenda

a. Minutes

b. Treasurer's and Financial Report - G. Ritter

- There was no statement from OneDigital.
- For the month of October, the Endowment was up to \$4.2M. However, the market this month has gone down.
- "We will stay the course."
- A motion was made by A. Simpson, seconded B. Kyne, to accept the Minutes of the 9 September 2025 meeting. All in favor.

4. President's Report - M. Furey-Wagner

- Goals for FY 2025 included a Memorandum of Agreement with Town on fiscal governance and policy. After discussion with C. Grandjean and G. Benoit this was tabled.
- The FY25 Budget season went smoothly with Board of Selectmen and Public Hearings.
- The Board of Trustees made a systematic review of the By-Laws. This was conducted by A. Simpson and her subcommittee and was approved at the July board meeting.
- Support of the Director and her positive Personnel hires.
- The Director and I met with First Selectmen to review adding additional Children's hours next fiscal year. The First Selectman suggested a possible grant in conjunction with Board of Education or from the Community Foundation.
- The HVAC Project is nearing completion and punch list. As of today the heat is on. Paperwork has been submitted for the first 50% grant payment. With the next invoice, the Town will be able to ask for the next 40% reimbursement. When the job is certified as complete by Ken Hipsky, the last 10% will be released by the State.
- There is a new perennial bed thanks to E. Boyce and M. Benvenuti. The Blue Spruce will be dedicated in Memory of Judy Liscov, former librarian at the Town Tree Lighting on 12 December. The Day will be contacted.

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- The bank account for the Library Endowment is being switched to M&T Bank. Their involvement in the community and awarding of grants to WPL was instrumental in the change. New signatories are M. Furey-Wagner, G. Ritter, and J. Merrill.
- The Jewelry Sale was beneficial and another is planned for next Spring.
- A state library program on improving Board interaction and presentation was attended by C. Johnson and myself. It revealed that the WPL Board is well functioning and I look forward to a new year.
- Note, RTM Liaisons will be seated in December.

5. Executive Session - not needed

6. Committee Reports

A. Finance - G. Ritter

- For FY2027, the Director has requested additional funds, from the Endowment, for a one-time capital expense to replace the audio and visual equipment in the Large Meeting Room.
- Last year the Endowment contribution of \$156,000 was 4.7%. This year 5% is recommended by the Finance Committee to cover the additional capital expense.
- A motion to expend 5% or \$182,000 was made by G. Ritter seconded by A. Rosenberg. No discussion. Unanimous approval.
- Most libraries have D&O (Directors and Officers) and Employment Practices insurance. In addition, there is Slip, Trip, and Fall insurance which B. Kyne requested be included in the estimates.
- A motion was made to contact four companies and get costs in the next month, prior to the budget being submitted. A. Robarge will contact Levine, M. Furey-Wagner Brown and Brown, B. Kyne HUB International, and G. Ritter Acrisure.
- There will be a Zoom meeting in December when the information is gathered.

B. Development and Fundraising - M. Furey-Wagner

- The Annual Drive Letter is at the printers but has not gone out yet, and \$5,492 has already been collected.
- The Charter Oak match is at \$750, twice last year. This is in part from A. Carroll, recently deceased.
- There was also \$76 in residual from the Jewelry sale.
- Bequests are less this year than last. Marcia Gardner, a longtime supporter of WPL, recently died. There may be a bequest.
- The Annual Drive list has been culled. If you wish to write specific notes please let the Director know.

C. Building and Grounds - C. Johnson

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- The heat is ON, the air quality and systems will be tested the 1st week of December.
- Management of the system will be a training session for the Custodian, Director, and Librarians who close, as well as the Town IT Director. The programming will eliminate individual operation of thermostats.
- There continues to be a roof leak in the Children's Room. A replacement is on the Department of Public Works list for FY27.
- A town wide commitment to LED fixtures and upgrades will include the library. For older fixtures in the mezzanine area, only the bulbs will be replaced. For the rest of the building, including the meeting rooms, the new fixtures will be motion sensed and have dimmers.
- The DPW request for \$25,000 for the design work for the new electric service at the library is on the Agenda for the RTM on 1 December. The project will move the wires underground, include an external transformer provided by Eversource and include power in the park for programs and new lighting in the parking lots. The money is in the General Fund. The RTM will vote on Design and then it will go out to bid and be awarded subject to approval of the three Town boards.
- The temporary HVAC units will be removed. All public computers are now operational without the extra draw on electricity from the units.

D. Policy and Personnel - A. Simpson

- The updated By-Laws of the WPL were approved,
- The State Library Board has mandated four new policies be created to comply with the CT Legislature Public Act 25-168, sec. 322 and 323 regarding Collection Development and Maintenance, Programs, Library Displays, and Review and Reconsideration Policy and forms.
- WPL had policies in place but have been revised. These were reviewed and discussed.
- After discussion, the Review and Reconsideration form was amended in sections 2 and 5 to include "if a book to specify chapter and page number".
- These policies, per state mandate, can be revised in 2 years. The policies are fluid.
- The purpose is to level the playing field across the State. B. Kyne believes this is State overreach.

7. Director's Report - C. Johnson

- One new hire for the PT Adult Information and Reference Assistant position.
- In September, Volunteer Lois Chenard was recognized for the 500 hours of service to the library!
- The library system SIRSI was bought out by a Canadian company and, under our new contract, costs will rise 6.9% over each of the next 3 years.
- LION is the library system which includes New London and East Lyme. They asked if WPL would join them. The systems are not comparable and the cost would be higher. Thus, a 3-year contract was signed to continue with SIRSI.

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- A grant for funding for the weekly Memory Cafe program was submitted to Dime Bank. The library is partnering with Senior Services to offer an 8 week pilot program on Friday mornings, in February and March. It is a social program for people, with any type of dementia, and their care giver. Registration will be required and will be like a storytime since reading and music skills are retained by those with dementia.
- In addition to the “panic buttons” on the main floor, the Police Department recently had the WPL test a “mobile panic button” to determine if response times were quicker than the stationary wired ones.

7. Old Business - Tabled

8. New Business

- A. Approval of Board of Trustees meeting dates for Calendar year 2026. J. Merrill noted the September date should be changed to 8 September. A motion was made by A. Robarge, seconded by J. Merrill. All in favor.
- B. Approval of Treasurer or President of Board of Trustees to open a Visa account with M&T Bank to replace the existing Liberty Bank account. A motion was made by A. Simpson, seconded by J. Merrill for the President to do so. No discussion. Unanimously approved.
- C. Approval of new CT State Legislature Mandated Library Policies. A motion to approve the new policies, as amended earlier, was made by A. Simpson, seconded by A. Rosenberg. One vote against. The motion passed.
- D. Board of Trustee Goals for 2026 will be part of the Strategic Plan discussed at the January meeting. Please send your goals to the President prior to the January meeting.
- E. Annual Evaluation for Library Director forms were distributed to all Board members present. Please fill out and send a photo to M. Furey-Wagner.

9. Adjournment

- A motion was made by A. Robarge, seconded by N. Dragoli to adjourn. All in favor. The meeting adjourned at 7:20.

Respectfully submitted 22 November 2025

Joy S. Merrill, Co-Secretary