Minutes of Regular Board Meeting of 9 September, 2025

1. President M. Furey-Wagner called the meeting to order at 5:59 p.m.

Trustees present: M. Furey-Wagner, E. Boyce, L. Couture, N. Dragoli, C. Giordano, B. Kyne, G. Ritter, A. Robarge, A. Simpson, A. Rosenberg, J. Lehet, Not present: Joy Merrill
Also present, C. Johnson, Director & Library Student, Ana Tresnan

2. Public Comment – Ana Tresnan noted that she was attending as part of her MLIS program requirements.

3. Consent Agenda

Treasurer's and Financial Report - G. Ritter

- Although the market and our endowment continue to fluctuate, the library's endowment is currently healthy at north of $4 million in assets and equity. The 4% given to the library budget totals $160,000 for books and resources. Current assets stand at $4,058,531.11
- More research needed in committee to assess the purchase of Board insurance and our liability in the event of "slips, trips and falls" by patrons who may look to the Board for legal resolution. Presently the Board is not covered by the town under their insurance policy. The committee will also confer with Cliff Grandjean, our legal consultant.

• A motion was made by A. Robarge and seconded by C. Giordano, to accept the Minutes of 7/7/25, the Treasurer's Report, and the Financial Report.
All in favor.

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

- Board evaluation of the library director is in the near future as well as setting new Board goals for the year in accordance with the strategic plan.

5. Committee Reports

A. Finance - G. Ritter

- As stated above, the committee chair will schedule a meeting to discuss Board liability and Directors & Officers insurance options.

B. Development and Fundraising - M. Furey-Wagner

- The committee chair will schedule a meeting to discuss annual fund drive letter and Charter Oak's matching funds program. Total fund raising efforts currently total $2698.84, indicating a very healthy beginning.

C. Facilities and HVAC committee

- Server for security camera installed. While a bit loud, it is effective for screening both inside and outside areas and activities of the library.

- HVAC project is on schedule (updated on 9/10 to not on schedule as the roof top units will be delayed in arriving until the end of October). Ken Hipsky advised that additional temporary heating costs for delays should be the unit manufacturer, AAON's responsibility. That aspect of the project has not been confirmed by AAON.
- Thursday, September 11, library opening will be delayed for one hour as power is shutdown to enable connections to the library's main electrical panel.
- Ongoing roof leaks exist. Two days will now be needed for crane work, to remove the old units and to later install the new units. After installation, there will be additional completion work for ductwork, plumbing & electrical connections.
- Ken Hipsky determined that $25,000 will be needed for electrical system design. Work to begin in Spring 2026.

D. Policy and Personnel - A. Simpson

- By-Laws of the Waterford Public Library, Inc. have been completed and are included in tonight's Board packet.
- The CT State Library has mandated that four news policies be created to comply with the recently passed CT Legislature under Public Act 25-168, Sections 322 & 323. If the library does not comply with this mandate, we will not receive the annual library grant that funds staff attendance at the CT Library Association Conference. The mandated policies are:
    - collection, development and maintenance policy
    - library display and program policies
    - material review and reconsideration policy and form

It is the State Library's expectation that our completed documents will be finalized by November. Library staff is currently working on final policy drafts. The staff will then send it to this committee for final review and approval before the draft policies are sent to the State Library for review. It is anticipated that the full board will approve these new and updated policies at our November meeting.

6. Director's Report

- Town Finance Board calculates library staff salaries. On May 12 the library requested to town Finance director additional funds totally $14,185 for unbudgeted sub hours due to maternity leaves and sick pay. This was approved by Board of Selectmen and the Board of Finance in July.
- Town HR director is now required to observe any full time prospective employee interviews.
- Lauren O'Neill, our current PT adult services Ref Assistant, has been hired as FT Department/Tech Assistant
- There will be a 16.5-hour position for every Monday and Friday and alternate Saturdays to fill Lauren's vacant PT adult Services Info/Reference Assistant job.
- This past summer the library was able to hire two student workers through the CT Youth Employment Program
- Concerning the trustee 2026 budget:
    - Jenna Bivona has requested we transfer $1,000 from her Children's Books budget to her overdrive e- resources budget. On her wish list is a future consideration for extra staff for

next summer to help with the busy summer programs. Over 200 youth completed this year's summer reading program reading a combined total of over 200,000 minutes..
    - Laura Erickson worked with the vendor to reduce this year's annual costs from the McNaughton book-leasing program by $7,034 by using accumulated credits through the efforts of Laura Erickson. These savings have been applied to other budget lines.
- On the grant front, we received $1,500 from Eversource Energy to fund America 250 programs.

7. New Business

- Town Board of Finance annually questions Waterford patron use of the library. A discussion ensued of how best to present data that would answer these types of questions. More information such as the statistical chart that Chris Johnson included in this month's packet that showed Waterford's high ranking amidst all libraries in the state's incoming and outgoing book deliveries might satisfy town officials' queries. John Lehet offered to research and compile data to support our FY2027 Town budget request.
- Connie Giordano is planning the annual dinner for some time in October. Place and time to be determined.

A motion was made by R. Kyne and seconded by A. Simpson to adjourn. All in favor. The meeting was adjourned at 7:20pm.

Respectfully submitted 12 September 2025, Eileen M Boyce, Co-Secretary