

Waterford Public Library
Board of Trustees

Minutes of Meeting of 14 January 2025

1. President M. Furey-Wagner called the meeting to order at 6:00 p.m.

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

Not present: C. Giordano

2. Public Comment - none

3. Consent Agenda

Treasurer's and Financial Report - G. Ritter

- For the second year in a row, the Endowment has netted \$400,000, a 13% increase in positions. However, the value has slipped since 1 January.
- The FY24 Audit documents were received from the Auditor. All is in order.
- Since 2010, the Endowment has been netting 7.8% in income and spending 4.5%, which has allowed the Endowment to continue to grow so that it can provide for years to come. This will be relayed to the Board of Selectmen and Board of Finance and the budget hearings.
- A motion was made by B. Kyne and seconded by A. Simpson, to accept the Minutes of 11/12/24, 12/3/24, and 12/11/24, The Treasurer's Report, and the Financial Report. All in favor.

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

- A request for all of the WPL Board of Trustees, please show up and support the Budget submission in the upcoming Board of Selectmen and Board of Finance hearings this Winter and Spring, please attend each session.
- Board of Selectmen hearing is 6 February at 4 p.m. There may be public comment on the Thursday evening closure.
- The Board of Finance hearing is 3 March at 7 p.m.
- Dates for RTM to be determined.
- The President will introduce the Trustees present at the hearings.
- The HVAC Project has revealed that there will be additional monies needed for the replacement of the Electric Panel, \$175,000. This is the DPW capital budget for FY2026. Trustees should also show and support this budget when presented.

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5. Committee Reports

A. Finance - G. Ritter

- Nothing else to report.

B. Development and Fundraising - M. Furey-Wagner

- The FY25 Fundraising Budget was \$30,000. The income is up substantially due to an increase in Bequests. Several members of the community have died and WPL was cited in their obituaries. YTD Total Fundraising over FY24 is \$21,024.
- Expenses YTD over FY24 were \$470 less.
- The ratio of expenses to income, to date, is 3.06%.
- This spring there will be a Jewelry Sale. Donations of jewelry are being accepted. There will be a meeting with an appraiser for valuation. The sale is scheduled for Saturday, April 26. 11 a.m. to 2 p.m.

C. Building and Grounds - A. Robarge

- An earlier meeting was held with the HVAC sub-committee, K. Hipsky, and G. Schneider to review the plans and bidding documents for the HVAC Project.
- They will go out to bid shortly. The CT Prevailing Wage has been requested to be included.
- The new system would replace the furnaces with hot water boilers.
- Fans on the roof will be replaced.
- The new system would have separate dedicated units for Children and Adult Services. The Mezzanine and Offices will have separate heat pumps.
- Each area will be separately controlled.
- The budgeted amount is \$1.34M. This is for the base project, upper level only.
- It is possible the cost will be closer to \$1.5M since this original amount for this project was proposed in 2019. In that case an overage would be requested from the Town.
- The roof needs to be replaced and that request will be in the DPW's FY27 Capital Improvements budget request.
- Timeline: an optional pre-bid meeting is scheduled for January 23; bids are due on February 11; the construction period is estimated to be 3 months, work to commence and be completed prior to July.

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D. Policy and Personnel - A. Simpson

- Both the Library and Town have Personnel Policy manuals.
- The current Town Organization Chart is dated 2/87 and WPL is not shown as a Department.
- WPL Board of Trustees was incorporated in 1923. WPL, Inc. purchased the land and building at 49 Rope Ferry Road in 1959. In the mid-1960s, the Library Board then turned the land and building over to the Town, together with all the books and furnishings of the library. The Waterford Public Library, Inc. agreed through its Board of Trustees to continue to operate the library for the Town.
- C. Grandjean, Esq. will be contacted for a legal opinion on what this means, after which, the sub-committee can review the By Laws and Policy and Personnel procedures for revisions.

6. Director's Report - C. Johnson

- Attended a Senior Planet information session and submitted an application to receive staff and training and be licensed to offer AARP's program to provide tech training for seniors. If WPL is approved for the licensing agreement, the Senior Center will be notified and asked to partner.
- The GIANT Room is a CT State Library sponsored Community Engagement Initiative. WPL was one of 5 libraries in the state selected to offer free creative programs for children this spring.
- With M. Furey-Wagner attended a training session for Strategies for Building an Effective and Mission Driven Board of Directors.
- Receipts from the Holiday Book Sale (Thanksgiving week - 6 January) totaled just under \$1,700.
- In January, WPL will begin to accept payments via Square for the ongoing used books and media sale.
- In early December, in partnership with Waterford Public Schools, we hosted a multilingual family night and library tour, which was well received.
- Effective 1 January, in accordance with the revised CT State Sick Leave legislation, the Town will now provide earned paid sick leave to all PT staff, even those working less than 10 hours per week, such as pages.
- The 3rd Annual Staff Development Day training is planned for Friday 28 February, 9 a.m. - 1 p.m.
- The One Book One Region selection for this fall is Don't Cry for Me by D. Black. The kickoff will be 29 January at 4 p.m. at Mitchell College.
- There is a Plant Propagation in the works. However, we are looking forward for a person to lead the introductory program.

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- Connecticut is 32nd in the nation in direct state aid to public libraries. This state can and should do better. This was in a handout from the Connecticut State Library Association.

7. Old Business

- Update on Patron Responsibilities policy.
 - No updates. This initiative will be part of the larger review of bylaws and policies.

8. Executive Session

- A motion was made by B. Kyne and seconded by L. Couture to move into Executive Session. All in favor.
- The annual evaluation of the Library Director should be done at the anniversary of their hire date.
- An evaluation chart with room for comments was passed out to each Trustee, filled out, and submitted to the President who will consolidate for her review.

9. Adjournment

- A motion was made by A. Simpson and seconded by N. Dragoli to adjourn. All in favor. The meeting adjourned at 7:06.

Respectfully submitted 18 January 2025

Joy S. Merrill, Co-Secretary