Waterford Public Library
Board of Trustees
Special Meeting

Minutes of Meeting of 30 July 2024

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

Trustees present: L. Couture, N. Dragoli, B. Kyne, J. Lehet, J. Merrill, A. Rosenberg, A. Simpson. Also present, C. Johnson, Library Director and Ex Officio Trustee Liaison H. Colonis, RTM Finance, Wage & Personnel Committee Chair.
Not present, E. Boyce, C. Giordano, G. Ritter, and A. Robarge.

2. Public Comment - none

3. President's Report - none

4. Executive Session - none

5. Old Business
a. TOW budget deficit for FY25.
- A continuation of the discussion at the meeting of 9 July regarding the amount the endowment contribution for FY25.
- As of 30 June the amount was $115,000 or 3.458% of the endowment.
- A motion was made by J. Merrill, seconded by A. Simpson, to add $45,0000 for a total amount of $160,000 or 4.8% of the three-year average of the endowment.
- A discussion followed which included: The objective is for the endowment to fund books and materials. What happens in other Departments without an endowment when their building supplies budget has been exhausted? What will happen in future if the deficit is met with endowment funds this year? The community needs to know that the Town asked for a flat Library budget for the past several years. This Fall a real budget needs to be presented.
- A vote was taken. No one in favor. All against. No abstentions.
- A new motion was made by B. Kyne, seconded by A. Rosenberg, to add $36,889 to the endowment contribution for a total of $151,889 or 4.56%. This would cover the deficit of line items 54160 and 53010.
- A vote was taken. All in favor. None against. No abstentions.

6. New Business

a. Committee membership

- A. Simpson has accepted the chair of Personnel and Policy. B. Kyne will join that committee.
- E. Boyce will become chair of Development & Fundraising in January.

b. FY25 Holiday Schedule

- A change was made to close at 5 p.m. on the Wednesday before Thanksgiving.

c. Board of Trustees email addresses

- A discussion of email addresses being used for Library business. All were asked for a new format much like a "work" email address.
- A motion was made by L. Couture, seconded by B. Kyne to adopt a new email address for each of the Trustees. A vote was taken. All in favor. No one opposed. No abstentions.

d. CT State Library updated Best Practices

- This is a 60 page document with 5 sections. It is intended as a tool to evaluate benchmarks of a library.
- A workshop for Trustees will be scheduled in future once the Director has reviewed.

e. New people counter.

- The old machine recently broke and a new beam was ordered and installed.
- The Traf-Sys machine, current cost of $2,205 plus cost of new wiring, will be addressed next year. The daily count would be automatically recorded and broken down by hour which will be beneficial for staffing and meeting room use statistics.

f. The HVAC proposal should be submitted in a few weeks and will go out to bid in the Fall.

7. Adjournment

- A motion was made by B. Kyne, seconded by A. Simpson to adjourn. A vote was taken. All in favor. No one opposed. No abstentions. The meeting adjourned at 7:07.

Respectfully submitted 31 July 2024

Joy S. Merrill, Secretary