

Waterford Public Library
Board of Trustees

Minutes of Meeting of 9 July 2024 – Annual Meeting

1. President Mim Furey-Wagner called the meeting to order at 6:01 p.m. with a moment of silence for Bernie Pisacich, long time valued member WPL Board of Trustees who died last month.

Trustees present: L. Couture, C. Giordano, B. Kyne, J. Lehet, J. Merrill, G. Ritter, 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, N. Dragoli, and A. Robarge.

2. Public Comment - none

3. Consent Agenda

There was a Quorum. Motion made by G. Ritter, seconded by C. Giordano, to accept the Consent Agenda, Minutes of 14 May 2024, the Treasurer's Report, and the Financial Report. All in favor.

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

- The Annual Report (now in draft form) will be finalized for inclusion in the Town Report in the Fall. One of the highlights is the updated Strategic Plan.
- It was a bumpy budget process this year. The relationship with Board of Selectmen will continue to be strengthened.
- A Memorandum of Agreement, between the Library Board of Trustees and the Town, will be drawn up. There are other libraries with this similar relationship and their agreements will be consulted. The Memorandum will be signed prior to the net budget season.
- Prior to the September meeting all Trustees will be asked for written goals for the entire Board of Trustees to focus on. This brainstorming method will be employed in directing our activities for the coming year.

5. Executive Session - none

6. Committee Reports

Finance - G. Ritter

- Currently the portfolio is apportioned with 76.35% Equity, 19.06% Bond, and 4.59% Money Market.
- The Liberty Bank savings account with \$100 will be closed and money transferred to the checking account. There is no need for a separate savings account.

Fundraising - M. Furey-Wagner

- Total fundraising income, as of 1 July, was \$38,674 with expenses of \$1,888, for a net of \$36,786. This represents a \$5,308 increase year over last year, or 16.8%.
- Bequests are up 20.8% over last year, totaling \$6,666.

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Building & Grounds - C. Johnson and J. Merrill

- For safety, phones have been installed in the downstairs rooms.
- An inspection of the elevator revealed it does not pass State inspection standards, this in addition to it's not being ADA compliant. DPW will be managing the necessary repairs to get a valid State inspection.
- The lock on the front door has been malfunctioning. It is a bigger issue than the bolt in the floor locking. It can automatically lock without notice and while you can exit from inside you can't open the door from the outside. It is being reviewed by DPW and may require an architect.
- Two temporary A/C units were installed in the Children's Room. However, there have been complaints and a third unit may be necessary.
- Humidity has been an issue with air quality and conditions for the collection.
- The MEP consultant for the HVAC replacement project did an inspection of existing systems and ductwork. A proposal for review is anticipated by the end of this month and we're still on track to go out to bid in this Fall.
- DPW has advised they are planning for replacement of the main electric service to the library because of water infiltration to the weather head which compromises power to the building. Unless this requires immediate action, it will be in the 2026 Capital Budget Request.

Nominating - nothing to report

7. Director's Report - C. Johnson

- In FY24 there were 86,786 people in the building.
- Met with Erin McBride from Sen. Murphy's office to discuss how they can help. Told her the library is not all ADA accessible.
- Met with a representative from New London Youth Affairs to discuss the possibility of hosting a WHS student worker net summer whose hours would be funded by CT Youth Employment and Training Program.
- The "Cafe" on the lower level is almost complete.
- Received grants in the amount of \$15,375 in FY24.
- A new bi-lingual English/Spanish library card application form has been created.
- The 2024 Summer Reading program kick off was June 15th. There were approximately 250 attendees during the day. The program included a performer, a petting zoo, games, face painting, and crafts.
- The 4th Al Fresco concert series begins 11 July and funded from a grant from Charter Oak Credit Union.
- Beginning in mid-September, all users of Libby and Kanopy digital resources will be required to enter a password in addition to their library card number for initial authentication. This will result in a cost savings.

8. Old Business

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- TOW budget deficit for 2025. Sunday winter hours were not funded.
- A discussion on a transfer of funds between line items resulted in a consensus not to transfer money from Books and Materials for Overtime Sunday hours.
- A discussion on a transfer of funds from Books and Materials for Other and Office Supplies resulted in a motion being made by B. Kyne, seconded by A. Simpson, to Table this discussion for a special meeting in August. All in favor.

9. New Business

- Because of the late hour, a motion was made by A. Simpson, seconded by C. Giordano to Table A, B, C, D, and E until the next meeting. All in favor.
- A motion was made by A. Rosenberg, seconded by B. Kyne, to allow Waterford Land Trust to use the library parking lot for their 50th Anniversary event on Jordan Green on Saturday, 21 September. All in favor.
- There will be WPL Staff Soiree Appreciation dinner on 26 July at Langley's. A motion was made by A. Simpson, seconded by B. Kyne to allocate \$1,000. All in favor.

10. Adjournment

- Motion was made by J. Merrill, seconded by B. Kyne to adjourn. All in favor. The meeting adjourned at 7:35 p.m.

Respectfully submitted 12 July 2024

Joy S. Merrill, Co-Secretary