

Waterford Public Library
Board of Trustees

Minutes of Meeting of 14 November 2023

1. President Aaron Rosenberg called the meeting to order at 5:58 p.m.
Trustees present: A. Rosenberg, E. Boyce, N. Dragoli, M. Furey-Wagner, C. Giordano, B. Kyne, J. Lehet, J. Merrill, G. Ritter, A. Robarge, A. Simpson. Also present, C. Johnson, Library Director.
Not present: L. Couture.

2. Public Comment - none

3. Consent Agenda

Motion made by C. Giordano and seconded by N. Dragoli, to accept the Consent Agenda, the Treasurer's Report, and the Financial Report. All in favor.

4. President's Report - A. Rosenberg

- As Trustees we all should be contributing annually as well as reaching out to friends and family for the Annual Fund Drive.
- There was some discussion about "sustaining" options, to spread donations out over the year, similar to other organizations.
- Our Director is coming up on her third year anniversary. Any comments to be included in her annual review should be sent directly to him.
- Continuing with the question in September of what books have you read and can recommend, was this month's question on what library programs have you enjoyed. Several Trustees cited A. Simpson's program on Aging.

5. Executive Session - none

6. Committee Reports

Fundraising - M. Furey-Wagner

- Total to date is \$3,250 which is \$800 ahead of last year. This includes a match by Charter Oak of \$525 and monies for the Centennial Fund which came in this fiscal year.
- Currently there are approximately 1,000* people on the annual mailing list. This year's letter will go out in December. (*At the 11/17 Fundraising Committee meeting, it was confirmed that the current mailing list has 650 names).

Strategic Planning - E. Boyce and M. Furey-Wagner

- There have been weekly, or more meetings, in person and on Zoom to get to the Draft Library Mission Statement. The action plan and goals were worked on with input from the staff.
- The target date was 15 November.
- A motion was made, by A. Simpson and seconded by C. Giordano, to accept the Revised Statement. All in favor.
- The final plan will be presented at the January meeting.

Waterford Public Library
Board of Trustees

Finance - G. Ritter

- The tax forms have been filed and we have a clean report from the Auditor.
- The market continues to yoyo and will continue to fluctuate.
- Discussion on the endowment allocation for fiscal year 2025 included past amounts, a comment about inflation, parameters of between 3% and 5% of the current endowment.
- A motion was made by G. Ritter, seconded by A. Robarge to allocate \$115,000, or approximately 3.5%. All in favor.

7. Director's Report - C. Johnson

- Strategic planning meetings continued. These included interviews with First Selectman and School Superintendent as well as with Board of Trustees. There were Community conversations with the public as well as WHS students, Oswegatchie PTA, and a zoom with elementary school principals.
- Various weekly, monthly, and quarterly meetings and webinars occurred, in person and via Zoom, with community organizations and library associations.
- The First Selectman's office is again requesting a flat budget for FY2025. However, he might consider staffing requests in future budget years.
- The BOS approved the request to spend \$1,091,200 in funding, set aside in capital and non-recurring, to fund the HVAC replacement project. While the heat is currently working the control timer is still intermittently malfunctioning. And since the new system will not be in place by next summer, additional chillers will have to be brought in. Note, the HVAC project does not include roof replacement. The new Specs can make a recommendation to include the roof replacement at the same time.
- A new Art Wall hanging system was coordinated, purchased, and installed making it much easier for artists to install their work each month.
- The grant request submitted to Dominion Energy for a permanent outdoor StoryWalk Installation was declined as they only funded environmental projects this round. We were encouraged to apply again in January. A grant request was submitted to Charter Oak for al fresco Concerts in summer 2024. And Chelsea Groton Bank sponsored \$250 for summer reading.
- Personnel updates included the announced January retirement of A. Sindel, Technical and Department Assistant. Her job has been posted. And two new substitute librarians have been hired.
- The Town IT department has added a funding request for a self-check-out station in the Children's room.
- Overall, circulation, programs, and youth summer reading statistics are all up significantly over last year.

8. Old Business

Waterford Public Library
Board of Trustees

- Approval of revised mission statement was accomplished during Committee reporting.

9. New Business

- Town Budget for FY2025 is expected the week of 27 November. After it is received the Executive Committee will meet and review and propose a final submission. During the week of 4 December it is anticipated the Board of Trustees will meet, via Zoom, to approve the Budget.
- A motion was made by A. Simpson and seconded by B. Kyne, to approve the 2024 calendar year Board of Trustee meeting dates. All in favor.
- There was a discussion of posting of materials. The Agenda will always be posted prior to the meeting.

10. Adjournment

- Motion was made by A. Simpson and seconded by N. Dragoli to adjourn. All in favor. The meeting adjourned at 7:02 p.m.

Respectfully submitted 18 November 2023

Joy S. Merrill, Co-Secretary