

# Waterford Public Library Board of Trustees

## Minutes of Meeting of 8 November 2022

1. President Rosenberg called the meeting to order at 6:00 p.m.

Trustees present: E. Boyce, N. Dragoli, C. Giordano, J. Lehet, J. Mullen, B. Pisacich, G. Ritter, A. Robarge. Also present, C. Johnson, Library Director. Not present: L. Couture, M. Wagner, J. Merrill.

### 2. Consent Agenda

A motion was made to approve the consent agenda including minutes 9/13/22, Treasurer's report and Financial report. All in favor.

### 3. President's Report

Aaron summarized highlights from the Association of CT Library Boards webinar that included guest speaker, Maureen Sullivan, who spoke on the value of a strategic planning committee. Strategic Planning should be an opportunity to reaffirm the library's mission statement, look at goals and objectives met and discuss future plans/ needs. This review should be completed every 3-4 years and include:

- Board roles.
- Input from the community.
- Reflection on existing mission statement and revision, if needed.
- Assessment of outreach programs and future plans.

The Board's Strategic Planning Committee will meet before January to begin the process and discuss the possibility of hiring an outside facilitator. Various strategic planning models will be presented and discussed through the committee work.

### 4. Committee Reports

**Finance:** B. Pisacich reported that the committee met with Kevin Grenham from OneDigital on October 12, 2022 to review WPL endowment activity. Amidst volatile stock activity and Library losses, no major changes to portfolio will be made at this time. Endowment allocation for year 2024 is based on the last three years' average. Committee proposed an allocation of \$100,638, which is a percent of 3.25. Bernie proposed that we accept this allocated amount. Grant seconded. The motion was moved.

**Development & Fundraising:** In the absence of M. Wagner, E. Boyce gave the report. The annual drive is behind in comparison to last year's mark. The fundraising letters have been delayed at the printer and not mailed which accounts for the difference. An online option will also be available to recipients this year and letters are expected to be mailed the week of November 19<sup>th</sup>.

**Nominating:** B. Pisacich will be retiring this January. G. Ritter expressed an interest in assuming chairmanship of the committee, C. Giordano also reminded the Board that we do not need to replace an empty seat immediately. She invited members to offer names of interested candidates and will conduct a thoughtful process to find a "good fit" for the board.

## **5. Director's Report**

- Director continues regular meetings with First Selectman (every two weeks) and weekly or monthly meetings with library personnel. Library newsletter and meetings with state colleagues and groups highlight Waterford Library's work and accomplishments.
- Director will contact board for a Zoom meeting to approve budget. Delays are due to continued contract negotiations. Details of the budget remain unchanged given the confines of the town's expectations.
- On building update and ongoing maintenance: Carpet cost for mezzanine is \$14,372 by Red Thread, Electrical work completed by Prime Electric- \$1,877. Thames River Garden will be maintaining the pollinator garden.
- Grant writing efforts continue to secure additional building upgrades and library resources.
- Both library staff and board members will collaborate on 100<sup>th</sup> anniversary planning.

## **6. Old Business**

- 100<sup>th</sup> anniversary committee headed by J. Mullen will meet to begin planning events for May 2023.
- Mezzanine Carpet purchased from Red Thread.

## **7. New Business**

- C. Johnson reported that the split rail fence initially planned for along front lawn of the library will not be included in future projects.
- C. Giordano made a motion to submit Board meeting dates for 2023. Seconded by G. Ritter. All in favor.
- C. Johnson will arrange a zoom meeting before the next Board meeting to discuss FY2024 budget.
- Agency card was voted and approved for Waterford Country School.
- Library policies will now be posted on library website. Voted and approved by board.

A motion was made at 7:25 pm to adjourn by N. Dragoli and seconded by John Lehet. All in favor.

Respectfully submitted November 11, 2022

Eileen M. Boyce