

LIBRARY BOARD OF TRUSTEES

MINUTES

October 2, 2023 – 7:00 P.M.

BOARD MEMBERS PRESENT: William O'Brien, Janet Tynan, Eric Noack, Lori Conant, Rene Johnpiere, and Pat Najarian

BOARD MEMBERS ABSENT: Donna Ferguson

ALSO PRESENT: Sue Ouellette, Library Director

CALL MEETING TO ORDER: Meeting called to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

TAXPAYER'S TIME: None

APPROVAL OF MINUTES

Motion: made by Ms. Conant and 2nd by Ms. Johnpiere to approve the September 11, 2023, minutes. No One Opposed. Motion Carried.

CORRESPONDENCE AND COMMUNICATIONS: None

FRIENDS OF THE LIBRARY REPORT

Ms. Tynan reported that the Friends of the Library:

- Changed the fall flowers, and the Decorating Committee changed the display cabinet.
- May need to solicit bids for stump grinding since the Town did not have the necessary equipment.
- Paid for prizes associated with library card month, two pictures put into the Community News per month, renewed the contract for Constant Contact for one year, paid for library signage at the intersection of Bound Line Road and Center Street and on Route 69.
- Will discuss at its next meeting, a proposal to replace a well-worn path from the parking lot by the flagpole to the walkway with stones and dedicate it in memory of Anne Hodges.
- Will donate some of the remaining books from the October 12-14 Book Sale to the little free libraries throughout Town.

LIBRARY DIRECTOR'S REPORTS AND FINANCIAL REPORT

- Ms. Ouellette reviewed in detail the September 2023 Director's Financial Report including the Expenditure Report, attached hereto as **Attachment A**. Ms. Ouellette emailed the Trustees, a copy of the remaining submission documents for the State Library Construction Grant on Friday, September 29, 2023.
- Ms. Ouellette commented on September programming, an increase in the Hoopla bill, the Town's new telephone system, updates to the Town's website.
- She informed the Board that she has not heard back from the CT State Historic Preservation Office (SHPO) and therefore had to submit the other remaining grant documents without any SHPO input.
- Ms. Conant requested updates on the library budget including any increases and decreases in budgeted line items and proposed staff increases.

COMMITTEE REPORTS: There were no committee reports on Programs, Facilities and Grounds or Personnel.

- 1. Finance and Budget:** The Board discussed changes to the proposed 2024-2025 budget including payroll and State minimum wage increases. Ms. Ouellette would correct the line item budgeted for electricity.
- 2. Long Range Plan:** The Board discussed the addition to the library including roof repairs, lighting, bonding and the Town referendum.
- 3. Technology:** The Technology Committee will meet with Ms. Ouellette and the library staff to determine the next steps in amending the policies it reviewed at Ms. Ouellette's request.

OLD BUSINESS

- The Board discussed the cost of the library addition engineering report and its line item on the library budget.
- The Board had no further updates on the status of proposed Library addition, bonding or the Town referendum, or the state construction grant application.
- The Board discussed the Grants in Aid application that is due November 15, 2023.

NEW BUSINESS

- The Board discussed the deteriorating condition of the path between the high school and the library.
- The Board will discuss Ms. Ouellette's request for additional staff at the November Board meeting.
- The Board will discuss a short list of names to add to the Building Committee.

EXECUTIVE SESSION

The Board did not convene an executive session.

ADJOURNMENT

Motion to Adjourn: made by Ms. Conant and 2nd by Ms. Johnpiere. No One Opposed. Motion carried.

Adjourn: 7:50 P.M.

Respectfully Submitted,

Stephanie Benton, Secretary
Wolcott Library Board of Trustees

Approved: William O'Brien, Chair
Wolcott Library Board of Trustees