

**LIBRARY BOARD OF TRUSTEES  
MINUTES**

**November 6, 2023 – 7:00 P.M.**

**REGULAR MEETING**

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

**BOARD MEMBERS PRESENT:** William O'Brien (Chair), Lori Conant, Rene Johnpiere and Janet Tynan

**BOARD MEMBERS ABSENT:** Donna Ferguson, Pat Najarian and Eric Noack

**ALSO PRESENT:** Sue Ouellette, Library Director

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:**

**Motion: made by Ms. Conant and 2<sup>nd</sup> by Ms. Johnpiere to approve the October 2, 2023, minutes. No One Opposed. Motion Carried.**

**TAXPAYER'S TIME:** None

**CORRESPONDENCE AND COMMUNICATIONS:**

- Received the Fall 2023 newsletter from The Association of Connecticut Library Boards

**FRIENDS OF THE LIBRARY REPORT**

Ms. Tynan reported that the Friends of the Library ("FOL"):

- Approved and completed the well-worn path from the parking lot to the walkway and will be ordering a plaque in memory of Ann Hodges.
- Held a successful book sale no incidents and no formal complaints.
- Received a check from TD Bank North for its participation in the Affinity Membership Program. She explained how the bank made its annual contribution based on a member's request to a part of the FOL Affinity Membership Program. The FOL will continue its partnership with the bank.
- Visited Alex Nole former chair of the Building Committee and received his approval on the library expansion project. The FOL planned to place an ad in the Community News noting his approval of the expansion plan.

## LIBRARY DIRECTOR'S REPORTS AND FINANCIAL REPORT

Ms. Ouellette reviewed in detail the October 2023 Library Director's Report including the Expenditure Report, attached hereto as **Attachment A**. She noted the library's first payment to the state for internet usage, the increasing cost of Hoopla, programming and telecommunications expenses and the budget for electricity usage.

Ms. Ouellette discussed:

- The programs lined up for the months of October and November. She reported on the increase in teen participation in programming events.
- The Town's upcoming referendum on December 9 and she noted that the architectural firm responsible for the design of the library's expansion project would be in attendance at Tyrrell Middle School on November 30 at 6:00 p.m. and planned to present information about the project and field questions from voters.
- The re-design of the Town's website and she explained how library updates would be made going forward.
- Meeting the requirements of the state's Collection Development Policy and how this made the library eligible for a grant in March 2024.
- Submitting the library's annual state report in advance and she stated that she would provide a copy to the Board via email following the meeting.
- The reinstatement of the State Aid Grants to Connecticut Public Libraries and how any grant monies received could be used for general library purposes.

## COMMITTEE REPORTS:

There were no committee reports for Programs, Facilities and Grounds, Long Range Plan, Personnel or Technology.

- **Finance and Budget:** The Board discussed changes to the proposed 2024-2025 budget including budget development and capital projects (i.e., duct work and roof drainage). Mr. O'Brien summarized the preliminary budget meeting and detailed capital projects that are not included in the library expansion project. The Board reviewed previous amounts budgeted for electricity, fuel, duct work and roof drainage.
- **Building:** The Board discussed the proposed library addition plans, facilities, furniture and proposed new Board members. The FOL and the Board discussed increasing publicity for the library expansion project via Community News, mailing to FOL membership Waterbury newspapers and Constant Contact.

**OLD BUSINESS**

- Mr. O'Brien provided an update on potential members for the Building Committee if the Town referendum was passed.
- Ms. Ouellette stated that she would ask the architectural firm to follow up with the State Historic Preservation Office regarding the library's application for historical status.

**NEW BUSINESS:** None

**EXECUTIVE SESSION**

**Motion: made by Ms. Conant and 2<sup>nd</sup> by Ms. Johnpiere to convene an executive session. No One Opposed. Motion Carried.**

**ADJOURNMENT**

**Motion to Adjourn: made by Ms. Conant and 2<sup>nd</sup> by Ms. Tynan. No One Opposed. Motion carried.**

Adjourn: 9:00 P.M.

Respectfully Submitted,

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Stephanie Benton, Secretary  
Wolcott Library Board of Trustees

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