

**LIBRARY BOARD OF TRUSTEES
MINUTES**

May 6, 2024 – 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), Janet Tynan, Lori Conant and Crystl Caouette.

BOARD MEMBERS ABSENT: Pat Najarian, Lauresha Xhiani

ALSO PRESENT: Sue Ouellette, Library Director

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

Motion: made by Crystal Caouette and 2nd by Lori Conant to approve the April 1, 2024, minutes. No One Opposed. Motion Carried.

TAXPAYER'S TIME: None

CORRESPONDENCE AND COMMUNICATIONS:

- Letter from Library Director Susan Ouellette regarding her pending retirement as of Aug.23, 2024.

FRIENDS OF THE LIBRARY REPORT

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

- Great success with the book sale, a very busy 3-day sale with proceeds of \$4,700.00, a record sale, \$500-\$600 more than last year.
- Boy Scouts were doing landscaping which they do every spring and fall.
- To date the FOL has collected over \$2,100 for the Alex Nole memorial fund. Still pending on what to purchase in his memory.
- There were two music programs and children's programs that went very well.
- The cash register was replaced.
- Stop and Shop has selected the FOL as their charity of choice for the month of June. For every \$2.50 gift bag purchased \$1.00 will be given to the FOL.

LIBRARY DIRECTOR'S REPORTS AND FINANCIAL REPORT

Ms. Ouellette reviewed in detail the April 2024 Library Director's Report including the Expenditure Report.

Ms. Ouellette discussed:

- There was a great music program with a fantastic band.
- Solar eclipse party was well attended, and fun was had by all.
- Sugar scrub program was rescheduled for March.
- Free comic books were available.
- The summer reading program will start in June for children and adults.
- Donation for a seed program will begin soon.
- Brass City Cleaning proposal for the window cleaning was \$325.00. Also looking for window tints to save the rug and booked from the damage from the sun. Samples were sent to choose from.
- All staff is trained and certified for the sexual harassment Course.
- Four new computers have been ordered and are encumbered.
- Bay State books will be providing their service for our deleted books. Over 85 boxes were taken that had been accumulated.
- Digital navigator position is posted at the CLC jobs website. The closing date is Wednesday May 15th for this full-time position.

COMMITTEE REPORTS:

- **Programs:** Reviewing the collection development policy.
- **Facilities and Grounds:** Update on the furnace, there was a leak that was fixed, turned out to be leaking fluid called glycol. Will need to replace in near future.
- **Finance and Budget:** Reviewing the staff wages. Will know more in June.
- **Long Range Plan:** Possibly looking for a part time person.
- **Personnel:** Will investigate and compare whether the town of Wolcott policies are compatible with the library.
- **Technology:** Discussed the new types of technology which will be available in the future
- **Building Committee:** Planning to schedule the new Building Committee Organizational meeting for May 13th, 2024, for 7:00pm.

OLD BUSINESS: Nothing new to report as meetings have been cancelled.

NEW BUSINESS: Formation of a Search Committee to hire a new Library Director, considering advertising. A personnel committee has been formed, Pat Najarian, Janet Tynan, Bill O'Brien, and Lori Conant as an alternate.

Motion: made by Crystal Caouette and 2nd by Lori Conant to submit into data base for new hire for Library Director. No one opposed, Motion Carried.

Summer Board Meeting schedule discussed.

EXECUTIVE SESSION: No

ADJOURNMENT: Motion made by Lori Conant and 2nd by Crystal Caouette to adjourn the meeting. No one opposed, Motion Carried.

Adjourn: 8:10 P.M.

Respectfully Submitted,

Laurie Morrone, Commission
Secretary

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