

attested  
10/15/23

**LIBRARY BOARD OF TRUSTEES  
MINUTES  
September 11, 2023 – 7:00 P.M.**

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

**BOARD MEMBERS ABSENT:** Donna Ferguson

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

**CALL MEETING TO ORDER:** Meeting called to order at 7:01 pm

**PLEDGE OF ALLEGIANCE**

**TAXPAYER'S TIME:** None

**APPROVAL OF MINUTES**

**Motion: made by Ms. Conant and 2<sup>nd</sup> by Mr. Noack to approve the July 24, 2023, minutes with the corrections noted at the meeting. No One Opposed. Motion Carried.**

**CORRESPONDENCE AND COMMUNICATIONS**

Ms. Benton read a notice from the Association of Connecticut Library Boards announcing a webinar entitled "Intellectual Freedom 101 for Library Boards" on Tuesday September 12, 2023, from 7:00 pm to 8:30 pm via Zoom. The purpose of the webinar would be to discuss what boards should do to support their library and library staff and address trends and cautionary tales.

**FRIENDS OF THE LIBRARY REPORT**

Ms. Tynan reported that the Friends of the Library would host:

- Special Collection Day on Saturday, September 30, 2023.
- Book Sale October 12-14, 2023.

Ms. Tynan stated that the clean-up with the Boys Scouts was tentatively scheduled for Saturday, October 28, 2023 (rain date Sunday, October 29, 2023).  
noon (12)

**LIBRARY DIRECTOR'S REPORT/FINANCIAL REPORT**

Ms. Ouellette reviewed in detail the August 2023 Director's Financial Report including the Expenditure Report, attached hereto as **Attachment A**. She noted that the July 2023 report was provided to the Board via email since the meeting had been canceled. Ms. Ouellette discussed the submission of the State Library Construction Grant on Friday, September 1, 2023, and the status of outstanding documents due on September 30, 2023.

Ms. Ouellette provided an update on her discussion with Tremco regarding the cost of restoring the roof versus the cost of replacing the roof. Ms. Ouellette agreed to report back to the Board on the existence of copper piping and once she heard from Mark Possidento regarding having the library assessed for structural soundness as a requirement for the grant. The Board also discussed the outstanding reasonable assurance requirement that the mayor would have to provide for the grant application.

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

1. **Finance and Budget:** The Board discussed annual personnel reviews, the 2024-2025 budget line items and the State report due on November 1, 2023.
2. **Long Range Plan:** The Board discussed the state library grant application. Mr. O'Brien discussed the report discussing the committee's meetings leading up to the approval of the library renovation project, Attached hereto as **Attachment B**.
3. **Technology:** Mr. Noack provided an update on the status of policies the committee reviewed at Ms. Ouelette's request.

## **OLD BUSINESS**

### *Status of Library Addition Bonding*

The Board discussed approving the actual amount of the bonding once the final figures were known.

## **NEW BUSINESS**

### *Grants in Aid - Library Collection Development Policy/Grant Eligibility*

Ms. Ouellette stated that the Board would have to review and approve an amendment to the Collection Development Policy before November 15, 2023, as a requirement to receive a grant from Grants in Aid.

### *Veteran's Day Holiday Schedule*

**Motion: made by Mr. Noack and 2<sup>nd</sup> by Ms. Conant to close the library and compensate full-time employees' holiday pay, in observation of Veteran's Day on November 10, 2023. No One Opposed. Motion Carried.**

**Motion: made by Ms. Conant and 2<sup>nd</sup> by Ms. Tynan to close the library on November 22, 2023, at 3:00 pm in observation of Thanksgiving. No One Opposed. Motion Carried.**

Recommend motion: "that the Board go into executive session" No executive session.

**Adjournment of Executive Session:** Recommend motion: "the Board moves to come out of executive session."

**ADJOURNMENT**

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

Adjourn: 8:18 pm

Respectfully Submitted,

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Stephanie Benton, Secretary  
Wolcott Library Board of Trustees

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