

LIBRARY BOARD OF DIRECTORS

LOWER LEVEL OF THE LIBRARY

November 3, 2025 – 7:00 P.M.

REGULAR MEETING

MINUTES

NOTE: These are summary minutes. A tape recording of this meeting is on file in the Commission Secretary's office in the Town Hall

MEETING CALLED TO ORDER

Meeting called to order at: 7:01

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT: Chairperson; William O'Brien, Janet Tynan, Dawn Bertrand, Sue Ouellette, Pat Najarian & Regina Lynch

BOARD MEMBERS ABSENT: Lori Conant, Crystal Caouette and Lauresha Xhihani

ALSO PRESENT: Library Director; Matt Earls

APPROVAL OF MINUTES: October 6, 2025

MOTION: made by Janet Tynan to accept October 6, 2025, minutes, seconded by Pat Najarian, all in favor, no one opposed. **MOTION CARRIED**

Taxpayer's Time: No one came forward

Correspondence and Communications: There was none

Friends of the Library Report:

Mrs. Tynan reported the following:

- Book Sale was a successful event. Came very close to the goal of \$5000.00. With sales from the book barn, they may reach the goal.
- New people stepped up to work the sale.
- Boy Scouts, with weather permitting will take care of the landscaping this Saturday at 8:30 Nov. 8th, rain date the following Saturday.
- Will be present at the Craft Fair on Nov. 15th 11:00-2:00, will be selling Christmas books and new puzzles for the children to purchase for gifts. Gift wrapping services will also be available.

- Discussion was had about TD Bank closing the Wolcott branch. Concerns whether they will still be keeping the program with the library.

Library Director's Reports and Financial Report/Bills for October 2025

Matt Earls reported on the following:

- Had over 5000 patrons this month.
- Children's Department had a great month.
- New staff are doing well and happy.
- New leak was discovered in the children's room.
- Grants: New computers were purchased and applied for a new grant for more lectures.
- Dave and Matt will be going to a Vendor conference on Thursday Nov. 13th.
- ASL interpreters will be available if requested.
- Expenditure Budget Balance Report: **(See attached)**
- Financial Report- Was discussed. **(See attached)**

Committee Reports:

Programs: There were none

Facilities and Grounds: There were none

Finance and Budget: draft of 2026-2027 proposed budget went over and discussed in detail. **(See attached)**

At some point the roof needs to be discussed.

Long Range Plan: There was none

Personnel: There were none.

Technology:

Renovations: update on architects' plans.

- Plan B1-a was selected, and we need to inform the State library about any changes. They were submitted and there was an extension submitted as they need to hire a general contractor by early December to the architects and unsure of that timeline.
- Some changes were made keeping close to the original plans.

Old Business: There was none

New Business:

Discussed a yearly evaluation needs to be addressed.

Recommend Motion: “that board go into executive session”

MOTION: made by Janet Tynan and seconded by Pat Najarian “**that board go into executive session**” all in favor, no one opposed **MOTION CARRIED**

Adjournment of Executive Session

MOTION: made by Janet Tynan and seconded by Regina Lynch “**that board come out of executive session**” at **8:23 p.m.** All in favor, no one opposed **MOTION CARRIED**

Adjournment

MOTION TO ADJOURN: made by Pat Najarian and seconded by Dawn Bertrand to adjourn meeting. No one opposed. **MOTION CARRIED**

ADJOURN: 8:23 P.M.

Respectfully submitted,

Laurie Morrone, Secretary

William O'Brien, Chair

Wolcott Library Board of Trustees

2026-27 Library Budget

| Account Number Ref# - Account Title | 2025-2026 | | | 2025-2026 | | | 2026-2027 | | | JUSTIFICATION | % Incr |
|-------------------------------------|-----------|------------------------------------|-----------|----------------|----------------|----------------|-----------|-------|-------|----------------------------------|--------|
| | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | TOTAL | | |
| | REQUESTED | Adopted | REQUESTED | | | | | | | | |
| 551 - LIBRARY,Pg. 35 | | | | | | | | | | | |
| 01-5-551-1-1100 | 370 | - SALARY/ADMINISTRATIVE | | 75,000 | 73,130 | 76,000 | | | | 2,870 | 0.038 |
| 01-5-551-1-1140 | 372 | - WAGES-OPERATIONS | | 288,043 | 288,043 | 298,359 | | | | 10,316 | 0.035 |
| 01-5-551-1-1150 | 371 | - WAGES-CLEANING | | - | - | - | | | | See maintenance & repair (below) | - |
| 01-5-551-2-2200 | 3683 | - SOCIAL SECURITY | | 27,773 | 27,630 | 28,638 | | | | 1.45% medicare + 6.2% FICA | 1,008 |
| 01-5-551-2-2305 | 4187 | - DEFINED CONTRIBUTION PENSION PLA | | 19,876 | 19,763 | 20,192 | | | | Pension401B | 429 |
| 01-5-551-2-2600 | 377 | - WORKERS COMPENSATION INS | | 2,400 | 2,400 | 2,400 | | | | - | - |
| 01-5-551-4-4100 | 378 | - ELECTRICITY | | 31,500 | 31,500 | 31,500 | | | | based on 2024 actuals | - |
| 01-5-551-4-4105 | 3721 | - FUEL, HEATING | | 11,400 | 11,400 | 11,400 | | | | - | - |
| 01-5-551-4-4420 | 379 | - MAINTENANCE & REPAIR - BUILDINGS | | 38,500 | 36,425 | 38,500 | | | | Includes cleaning of library | 2,075 |
| 01-5-551-4-4710 | 375 | - TELE-COMMUNICATIONS | | 7,000 | 7,000 | 7,000 | | | | - | - |
| 01-5-551-4-4900 | 376 | - LIABILITY INSURANCE | | 8,595 | 8,595 | 8,595 | | | | - | - |
| 01-5-551-4-4950 | 3901 | - OPERATION EXPENSE | | 3,672 | 3,672 | 4,500 | | | | Based on actuals | 828 |
| 01-5-551-5-5100 | 373 | - OFFICE SUPPLIES | | 4,600 | 4,600 | 4,600 | | | | - | - |
| 01-5-551-5-5900 | 374 | - BOOKS, MAGAZINES & PERIODICALS | | 45,000 | 45,000 | 45,000 | | | | - | - |
| 01-5-551-6-6100 | 380 | - DUES AND FEES | | 2,230 | 2,230 | 4,000 | | | | 1,770 | 0.44 |
| 01-5-551-7-7300 | 382 | - CAPITAL OUTLAY | | 15,000 | - | 15,000 | | | | Paint & replace damaged flooring | 15,000 |
| 01-5-551-7-7312 | 383 | - AUTOMATION-LIBRARY | | 46,000 | 46,000 | 46,000 | | | | Bibliomation | - |
| 01-5-551-8-8910 | 4321 | - CAPITAL - BUILDING | | - | - | - | | | | - | - |
| 01-5-551-8-8910 | 381 | - CULTURAL PROGRAM | | 10,000 | 10,000 | 12,000 | | | | Increased programming | 2,000 |
| (Sub) 551 - LIBRARY | | | | 636,589 | 617,383 | 653,684 | | | | 0.17 | |
| | 363,043 | 361,173 | 374,359 | | | | | | | 0.056 | |
| | 15,000 | - | 15,000 | | | | | | | 0.035 | |
| | 258,546 | 256,215 | 264,325 | | | | | | | 15,000 | |
| | | | | | | | | | | 8,110 | 0.031 |

Proposed Library Budget 2026-2027

Personnel Expenditures

2023 Minimum wage \$15.00/hr
 2024 Minimum wage \$15.69/hr
 2025 Minimum wage \$16.35/hr
 2026 Minimum wage \$16.94/hr

| Account Number | Adopted <u>2025-2026</u> 288,043 | Proposed <u>2026-2027</u> 298,359 | Hire Date |
|------------------------------|--|---|-----------------------------------|
| Old Rate | New Rate | Hrs. | |
| \$17.25 | \$18.00 | \$ 572 | \$ 8,970 \$ 10,296 Jill |
| \$17.25 | \$18.00 | \$ 936 | \$ 16,146 \$ 16,848 Will |
| \$18.25 | \$19.00 | \$ 1040 | \$ 18,980 \$ 19,760 Elaine |
| \$17.25 | \$18.00 | \$ 1040 | \$ 25,272 |
| \$18.00 | \$19.00 | \$ 1040 | \$ 18,720 Laura |
| \$17.75 | \$18.50 | \$ 1040 | \$ 19,655 \$ 19,760 Amber |
| | | \$ 1040 | \$ 18,460 \$ 19,240 Ryan |
| 6 Library Specialists | | | |
| \$18.00 | \$18.00 | 208 | \$ 3,744 Tuesday 4 hrs |
| \$19.00 | \$19.00 | 260 | \$ 4,680 \$ 4,940 Add 5 hours/Sat |
| | | | \$ 112,164 \$ 113,308 |
| \$22.05 | \$23.00 | 2080 | \$ 45,858 \$ 47,840 David |
| \$24.12 | \$25.00 | 2080 | \$ 50,174 \$ 52,000 Meghan |
| \$18.68 | \$19.50 | 1080 | \$ 19,422 \$ 21,060 Kate |
| \$19.45 | \$20.25 | 1118 | \$ 21,749 \$ 22,640 Joanna |
| \$17.64 | \$19.00 | 2080 | \$ 36,686 \$ 39,520 Carrigan |
| \$26.55 | \$26.55 | 75 | \$ 1,991 \$ 1,991 Laurie Morrone |
| | Totals | \$ 288,043 | \$ 298,359 |
| Acct. Number | | | |
| 015-551-1-1100 | \$36.54 | 2080 | \$ 73,130 \$ 76,000 Matt |
| \$34.38 | | | Director |
| | | | \$ 2.16 6.28% |
| | | | Avg Incr 4.8% |

