

LIBRARY BOARD OF TRUSTEES

LOWER LEVEL OF THE LIBRARY

March 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.

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

BOARD MEMBERS PRESENT: (Chair) William O'Brien, Janet Tynan, Lori Conant, Crystal Caouette and Sue Ouellette.

BOARD MEMBERS ABSENT: Pat Najarian, Tory Davis and Lauresha Xhihani

ALSO PRESENT: Matt Earls, Library Director

- **PLEDGE OF ALLEGIANCE**

APPROVAL OF February 3, 2025, MINUTES

MOTION: made by Lori Conant to accept February 3, 2025, minutes, seconded by Crystal Caouette, all in favor, no one opposed. **MOTION CARRIED**

Taxpayer's Time- One non board member present.

Correspondence and Communications-None

Friends of the Library

- March 22, 2025, will be collection day. Advertising has gone out through school messenger and constant contact.
- Book sale will be April 3rd and 4th, from 12:00-6:00. Saturday April 5th from 10:00-2:00.
- Clean up the downstairs and disperse what is left over to Veteran Homes and any suggestions are welcome of others places who can use the books, puzzles ect.
- Renewed the Mattatuck Museum passes and will be updated by the end of the month.

Library Director's Report and Financial Report/Bills for February 202

- Many programs are going to be held on Saturdays and Thursdays have been becoming a busy night for the library.
- Tuesday's yoga and homeschool groups are doing fantastic.
- Repair Café will be Saturday March 15, 2025, still looking for volunteers and fixers.
- Looking for food donations.
- Wiring has been redone and waiting to switch out the firewall.
- Looking into the numerous leaks on the building.
- A few members have been visiting different libraries in preparation for the upcoming interviews for the new construction. Groton library was very impressive, beautiful library.
- Discussed seeing an overview of the bills and would like an itemized sheet of what was purchased for various products. Board members would like a detailed invoice of \$17,219.50.
- Discussed and went over the Expenditure Report.

Committee Reports:

Programs: circulation policy update: Janet Tynan read the changes to the board.

MOTION: made by Lori Conant and seconded by Crystal Caouette to "accept the changes to the circulation policy" all in favor, no one opposed **MOTION CARRIED**

Facilities and Grounds:

Finance and Budget: Discussed the projected needs of the library and its employees.

Met with the Mayor and made presentation.

Long Range Plan: continuing to work on the survey. Site visits.

Personnel:

Technology: Laptop cart was acquired. Looking for a laptop for a patron.

Library Renovations Committee: Seven architects have come through for the walk through, four firms have responded to the RFQ and RFPs, three have responded and will decide soon.

Old Business: Circulation policy: Discussed above.

New Business:

Open Discussion:

Janet Tynan visited 3 libraries. The best representation was the Groton Library, she has gotten some wonderful ideas and suggestions for the builders. (Listen to the staff and have everything movable, window seats to just name a few). Matt had also visited many libraries and had great suggestions.

RECOMMEND MOTION:

ADJOURNMENT:

MOTION TO ADJOURN: made by Crystal Caouette and seconded by Lori Conant to adjourn meeting. No one opposed. **MOTION CARRIED**

Adjourn: 8:14 P.M.

Respectfully submitted:

Laurie Morrone, Secretary

William O'Brien, Chair, Wolcott Board of Trustees