



LEDYARD PUBLIC LIBRARIES

P.O. BOX 225
LEDYARD, CONNECTICUT 06339

LIBRARY COMMISSION

REGULAR MEETING MINUTES

Monday, June 20, 2022

7:00 PM

Bill Library In-person

I. Rebecca Nash called the meeting to order at 7:04

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Ellin M. Grenger	Commissioner	Present	
John Bolduc	Commissioner	Present	
Barbara Candler	Commissioner	Excused	
Brian Cronin	Commissioner	Excused	
Carol Ganz	Commissioner	Present	
Ralph Hightower	Commissioner	Present	
Rebecca Nash	Chair	Present	
Cheryl Winston	Commissioner	Present	
Elizabeth Rumery	Commissioner	Excused	
Jennifer Smith	Director	Present	
Mary McGrattan	Town Council Liaison	Excused	
Naomi Rodriguez	Town Council Representative	Present	

III. CITIZEN'S COMMENTS - NONE

IV. MINUTES APPROVAL

1. Motion to accept minutes of May 16, 2022 meeting (Bolduc/Winston) Approved 5-0-1
Ganz abstained.

V. CORRESPONDENCE - NONE

VI. TREASURER'S REPORT- MAY 2022

1. May numbers and YTD are posted. Includes Gales Ferry book budget which will be moved to investment account in July 2022.

VII. LIBRARY DIRECTOR'S REPORT – JUNE 2022

Budget:

- The transfer request to move the Gales Ferry book money to the Bill Library Association investments for Gales Ferry was approved, first by the Finance Committee and then the full Council. These funds are expected to be transferred in July 2022.
- I have updated the Janney accounts with my contact information.
- The Commission Budget or Special Fund Budget for FY 2023 is prepared and ready for a vote.
- I will be meeting with staff responsible for purchasing and programming in the next month to discuss their budget amounts for FY 2023.

Library News:

- I am grateful for the opportunity to work alongside Gale for my first week and a half on the job. She is very organized which helped to ease the transition process.
- I plan on offering staff the optional opportunity to meet with me one on one over the course of the next month so I can hear what each person's usual tasks involve and learn more about the Ledyard Libraries and the community.
- Last week, I conducted interviews for our Administrative and Technical Services Assistant vacancy. I am pleased to report that I made a job offer and hope to work with Human Resources to have the new hire on board in the coming weeks.
- There is a current vacancy for a Library Assistant and that position has been posted with a closing date of June 30.
- Andrea Holbrook worked with Gale to submit a \$300 grant request to the Ledyard Rotary for additional copies of the "One Book, One Region" title this year and I just received word that the Rotary is willing to support that effort.
- I am still waiting to hear about the application for fiber at Gales Ferry.
- Professional development opportunities are an important part of keeping current in this ever changing world of libraries. I will be registering for a Public Library Director Crash Course offered virtually through the American Library Association this August. It is a three-part webinar series that dives into the key topics important in managing a library.
- The Mayor reached out to check in and I have been invited to attend the next Department Heads meeting scheduled in August along with all subsequent meetings.
- We are working on methods to address the cataloging and processing backlog of materials in the Technical Services Department. The goal is to eliminate the delays so our items, especially our new materials, are available to the public in a timely manner.
- I would like to have a discussion about the current Behavior Policy as I am very concerned by some of the language used to describe child behavior expectations at the library.

Building News:

- The materials for the new desk in the Children's Department at the Bill Library have been purchased and Public Works will be constructing it over the next few weeks. The desk should be ready for use in July.
- Work is now complete on the power installation to the Gale Bradbury patio at the Bill Library. I have seen several patrons using it over the last few weeks. This power addition made possible by the ARPA grant will also allow the patio to be used for

outdoor programs in the future. Although it is a wonderful seasonal area at the Bill Library, we are still extremely limited on space for programming and collections.

- The fire alarm panel at the Gales Ferry Library has become an urgent issue and a new system was ordered. I was told the new panel arrived on June 14 and installation would be prioritized.
- Public Works removed the old stovetop and mini fridge from the Meeting Room at the Bill Library as both had been disconnected for some time. Matt did a great job with the project and not only cut a piece of countertop to fit the space, but also added a new light which greatly improves the visibility in that area.
- Lately, the AC units at both Libraries have been problematic. The main unit at Gales Ferry Library is broken and needs to be replaced. The wall units at the Bill Library are also acting up and have been shutting down by themselves without a way to turn them back on.

Other News:

- iCompass, the current town software for meeting agendas and minutes, is going away this month and a new system called Granicus will be rolled out July 1. I am attending training at the Town Hall with other Department Heads to learn the new software. Because the rollout is happening so quickly and will take time on the town end to set up completely, I am recommending that we cancel our next meeting scheduled for July 18, 2022 unless Commission members have important items to be decided.

VIII. COMMITTEE REPORTS

1. Friends – The half price book sale netted around \$450.00 with \$300 coming from Gales Ferry.
2. Investment Committee - Nothing to report. Will meet again in August.

IX. OLD BUSINESS - NONE

X. NEW BUSINESS

1. Motion to approve the FY 2023 Library Commission Budget (Bolduc/Winston) Approved 6-0
2. Motion to approve holiday closings for FY 2023, which may need to be modified once Town votes on accepting Juneteenth as a Town holiday (Winston/Bolduc) Approved 6-0
3. Motion to approve the meeting schedule for FY 2023 (Ganz/Bolduc) Approved 6-0
4. Motion to approve removing the last two sentences in #3 section of the Behavior Policy (Hightower/Winston) Approved 6-0
5. Bolduc questioned how the Strategic Plan will impact the Director's future goals for the library.

XI. Adjournment

Library Commission's next meeting originally scheduled for July 18, 2022 at 7:00 pm at Bill Library is canceled.

Motion to adjourn (Grenger/Winston) at 8:00 p.m.

Respectfully Submitted,

Ellin Grenger, Secretary