



TOWN OF LEDYARD

Library Commission

Meeting Minutes - Draft Minutes

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Chair
John Bolduc

Regular Meeting

Monday, May 19, 2025

7:00 PM

Bill Library

I. CALL TO ORDER

Chairman Bolduc called the meeting to order at 7:00 p.m. at the Ledyard Bill Library.

Present Chairperson John Bolduc
Recording Secretary Ellin Grenger
Commissioner Barbara Candler
Treasurer Ralph Hightower
Commissioner Elizabeth Rumery
Vice Chair Rolf Racich
Commissioner Peter Diette
Commissioner Wendy Hellekson
Excused Commissioner Cynthia Wright

II. ROLL CALL

Present Chairperson John Bolduc
Recording Secretary Ellin Grenger
Commissioner Barbara Candler
Treasurer Ralph Hightower
Commissioner Elizabeth Rumery
Vice Chair Rolf Racich
Commissioner Peter Diette
Commissioner Wendy Hellekson
Excused Commissioner Cynthia Wright

In addition, the following were present; Ambrosia Lavallee, Library Director

III. RESIDENTS & PROPERTY OWNERS COMMENTS

NONE

IV. PRESENTATIONS / INFORMATIONAL ITEMS

NONE

V. MEMBER COMMENTS

NONE

VI. REPORTS**1. Treasurer's Report**

Mr. Hightower presented the Treasurer's Report

MOVER: Rolf Racich

SECONDER: Wendy Hellekson

2. Director's Report

Ms. Lavalley presented the Director's Report

Director's Report - Library Commission Meeting

Date: May 19, 7:00 PM

Budget News

- *(No updates.)*

Library News

- **Collection Supplier Issues:**
 - Baker & Taylor delays in delivering new materials in a timely manner.
 - Orders go through and then are set to "backordered" status even though some copies are showing as available to purchase
 - Exploring alternative suppliers. Ingram, Brodart and Libraria are all other available possibilities.
- **Grant Exploration:**
 - Encouraging Adult Services LAs to pursue small grants.
 - Matt: applying to Dime Bank grant for CT Museum of Culture & History traveling programs.
 - Lyndsey: applying to Charter Oak grant for "Library of Things" collection.
 - Lyndsey also found a grant for a new sit-down circulation desk (Gales Ferry).
 - Floor plan and measurements in progress (Demco modular furniture).
 - Staff have voiced dissatisfaction about current standing desk setup.
- **Hoopla Service Update:**
 - Service suspended as of May 1 due to lack of funding.
 - Possible future limitation: 2-3 checkouts per patron per month.
 - Matt made a very helpful excel sheet to show the increase of usage from 2024-2025 (hard copy available for perusing)
- **Annual Appeal Plan:**
 - Generated list of active adult patrons / local businesses (3,250 total addresses) in Sierra that fall under the criteria that they:
 - used card in past 2 years
 - have Ledyard /GF library as a "home" location on their account

- Got in touch with Two Sisters Shipping and Business center in Groton for a quote-have yet to hear back.
- **Staff Morale Concerns:**
 - Reports of feeling underappreciated and communication issues.
 - Suggestions for morale improvement are welcome.
- **Amendment to Community Meeting Room Regulations**
 - Stacey asked to make a change to the regulations to include an exemption. (Form printed will pass around for viewing the change/ voting to approve or deny)
- **All staff meeting scheduled for Thursday May 22. GF will close early at 1pm.**

Building News

- **Air Conditioning:**
 - Activated in both buildings for summer by Public Works.
- **Outdoor Furniture:**
 - Story garden tables set out; umbrellas still pending.

Respectfully Submitted by:

Ambrosia Lavallee

Library Director

3. Consortium Working Group

Working group will be on a hiatus until additional information is available and will report at the next meeting how to proceed.

4. Investment Working Group

No report, planning to meet in July.

5. Friends of the Ledyard Library

Friends are still looking to fill the role of President.

VII. APPROVAL OF MINUTES

1. Motion to approve the library commission regular meeting minutes of April 21, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: Wendy Hellekson

AYE 7 Bolduc Grenger Candler Hightower Racich Diette Hellekson

EXCUSED 1 Wright

ABSTAIN 1 Rumery

VIII. OLD BUSINESS

Present Chairperson John Bolduc
Recording Secretary Ellin Grenger
Commissioner Barbara Candler
Treasurer Ralph Hightower
Commissioner Elizabeth Rumery
Vice Chair Rolf Racich
Commissioner Peter Diette
Commissioner Cynthia Wright
Commissioner Wendy Hellekson

1. Discuss Annual Appeal Timeline.

Motion to move ahead with the annual appeal plan and timeline as presented by the Library Director with the addition of using the Bill Library Account for incoming donations.

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: Ellin Grenger

AYE 8 Bolduc Grenger Candler Hightower Rumery Racich Diette Hellekson

EXCUSED 1 Wright

2. Determine the criteria for developing a 6 month evaluation procedure for a library director.

Motion to approve an ad-hoc working group to determine criteria to assess and support the Library Director's success.

RESULT: APPROVED AND SO DECLARED

MOVER: Ellin Grenger

SECONDER: Rolf Racich

AYE 8 Bolduc Grenger Candler Hightower Rumery Racich Diette Hellekson

EXCUSED 1 Wright

3. Any Old Business proper to come before the Commission

None

XI. NEW BUSINESS

1. Any New Business proper to come before the Commission

Proposed Amendment to the Community Meeting Room Regulations. Draft language will be circulated before the next meeting, to vote on at the June Commission meeting.

X. NEXT MEETING

Next Meeting date, June 16, 2025 at 7:00 will be held at the Gales Ferry Library.

X. ADJOURNMENT

Ms. Rumery moved the meeting be adjourned, seconded by Ms. Hellekson.

The meeting adjourned at 8:31p.m.

VOTE: 8-0 Approved and so declared

Respectively Submitted,

Chairman Bolduc
Library Commission

This was Approved and so declared.

MOVER: Elizabeth Rumery

SECONDER: Wendy Hellekson

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.