



# TOWN OF LEDYARD CONNECTICUT

## Library Commission ~ AMENDED AGENDA ~

Bill Library  
718 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Gales Ferry Library  
18 Hurlbutt Road  
Gales Ferry, Connecticut 06335

Chair  
John Bolduc

Special Meeting

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**Monday, December 29, 2025**

**7:00 PM**

**Bill Library**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. RESIDENTS & PROPERTY OWNERS COMMENTS**

**IV. PRESENTATIONS / INFORMATIONAL ITEMS**

**V. MEMBER COMMENTS**

**VI. REPORTS**

1. Treasurer's Report

2. Director's Report

**Attachments:** [Aug 2025 DRComm](#)  
[July 2025 DRComm](#)

3. Investment Working Group

4. Friends of Ledyard Library

**VII. APPROVAL OF MINUTES**

1. MOTION to approve the Library Commission regular meeting minutes November 17, 2025

**Attachments:** [Nov. 17 Library Commission Meeting Minutes](#)

**VIII. OLD BUSINESS**

1. Any Old Business proper to come before the Committee

**XI. NEW BUSINESS**

1. Election of Officers

2. Any New Business proper to come before the Committee

**X. ADJOURNMENT**

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





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-3019

**Agenda Date:** 12/29/2025

**Agenda #:** 1.

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## REPORT

**Staff/Committee Report:**  
Treasurer's Report



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-3020

**Agenda Date:** 12/29/2025

**Agenda #:** 2.

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## REPORT

**Staff/Committee Report:**  
Director's Report

## **Director's Report**

### **Ledyard Library Commission Meeting**

**Date/Time:** September 15, 2025 – 7:00 PM

**Location:** Gales Ferry Library

## **Staffing Updates**

- **New Hires**
  - Amanda Marcelynas – Library Associate / Fill-In
  - Sarah Desormier – Library Associate / Fill-In
- **Resignation & Role Changes**
  - Jazzy resigned (effective September 5) to accept a full-time Children's Librarian position in Old Lyme.
  - Erica trained in cataloging procedures with Jazzy prior to her departure.
  - Discussions underway with the union to explore:
    - Converting the current **30-hour Children's/Technical Processing** position → **20-hour Children's** position.
    - Promoting Erica from **30-hour Administrative Assistant** → **37.5-hour Administrative Assistant / Technical Processing Associate**.
  - Town Hall will post Children's position, after the job descriptions get the ok from the union. (meeting with Admin. Committee about)

## **Services & Technology**

- **Hoopla**
  - Service reactivated September 9.
  - Assistant Librarians agreed early reinstatement would benefit patrons.
  - Initial one–two months will be funded through the library materials budget.
- **Annual Report**
  - Completed, and submitted through the Connecticut Library Consortium (CLC).

## **Policy Review**

- Policies updated to include required statutory language and proper formatting per CLC requirements.
- Documents sent to the Commission for review prior to the October 1 submission deadline:
  - Material Review and Reconsideration Policy
  - Collection Development and Maintenance Policy
  - Display and Program Policy

## **Collection & Cataloging**

- Ongoing weeding at both branches.

- Proposal to diversify Large Print selections: Lyndsey and Matt to each order 1–2 “less mainstream” LP titles per month, per library.

## **Facilities & Safety**

- Requested Public Works install lighting on the Gales Ferry Library front steps after a patron tripped in the dark.
- Reported rusting and cracking beneath staircases at both buildings; Public Works notified for assessment and repair.

Question: Do we receive a list of library holidays separate from town holidays, decided on by the commission? Erica said it was something she usually got by now.

Respectfully submitted by;  
*Ambrosia Lavallee, Library Director*

## **Director's Report –Ledyard Library Commission meeting**

**Date: July 10, 2025**

### **Library news:**

#### **1. Staffing Updates**

- Stephanie Akers has resigned from her position as Library Associate due to health reasons.
- Amanda Marcelynas, a Ledyard community member and library patron, will begin training as a new Library Associate on August 13.
- Sarah Desormier will return to the Ledyard Library as a substitute-only staff member.

#### **2. Legislative Compliance – Bill No. 1271**

- Requires updates to the Collection Development & Maintenance Policy, Library Display & Program Policy, and Materials Review & Reconsideration Policy by Oct 1, 2025.
- Drafts are underway, with updates to the Collection Development and Materials Review policies already completed.

#### **3. Programming and Events**

- Summer Reading had 330 registrations and 2,300+ adventures logged.
- Fall programs planned include:
  - Bookbinding workshop
  - Victorian tea event
  - “Dying to meet you” Funeral home presentation

#### **4. Collection Development & Weeding**

- Transitioning primary book ordering to Ingram to address B&T vendor delays; staff feedback mostly positive, final assessment pending.
- Nonfiction weeding underway at both branches

#### **5. Social Media**

- Drue has significantly improved social media presence, contributing to increased program attendance.
- Assistant librarians note patrons have mentioned they learned about recent events via Drue's cross-posting on community pages.

#### **6. Annual Report**

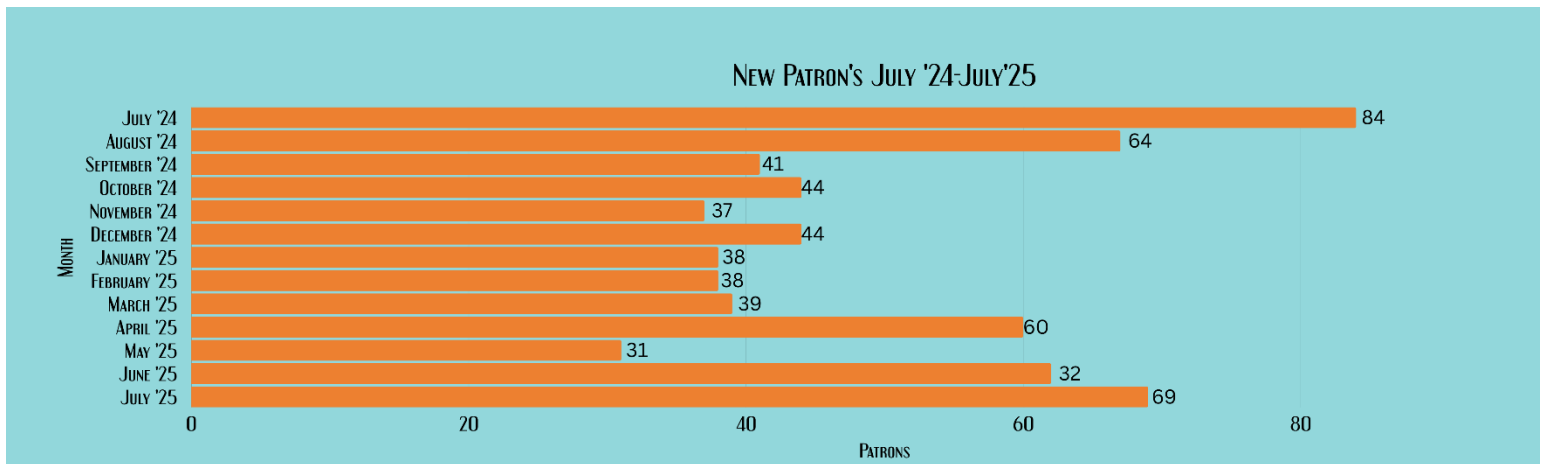
- Preparation progressing steadily.

### Ebook stats (last two months)

	June '25 Stats	July '25 Stats
<b>Libby</b>	2157	2254
<b>Palace</b>	23	283
<b>Hoopla</b>	0	0

### Checkouts (includes renewals and items Checked out from ILL)

	June 25	July 25
<b>Bill Checkouts</b>	3386	4113
<b>GFCheckouts</b>	2865	3346



### Building:

- Public works ripped out the weeds from the side of Bill, and planted Wild Flower seeds.

Respectfully submitted, Ambrosia Lavallee





# TOWN OF LEDYARD

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**File #:** 25-3021

**Agenda Date:** 12/29/2025

**Agenda #:** 3.

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## REPORT

**Staff/Committee Report:**  
Investment Working Group



# TOWN OF LEDYARD

741 Colonel Ledyard  
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**File #:** 25-3022

**Agenda Date:** 12/29/2025

**Agenda #:** 4.

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## REPORT

**Staff/Committee Report:**  
Friends of Ledyard Library



# TOWN OF LEDYARD

741 Colonel Ledyard  
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Ledyard, CT 06339-1511

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**File #:** 25-3023

**Agenda Date:** 12/29/2025

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

MOTION to approve the Library Commission regular meeting minutes November 17, 2025

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

## Library Commission

### Meeting 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

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**Monday, November 17, 2025**

**7:00 PM**

**Gales Ferry Community Center**

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#### **I. CALL TO ORDER**

Chair Bolduc called the meeting to order at 7:00 p.m. at the Gales Ferry Community Center.

#### **II. ROLL CALL**

In addition, the following were present:

Stacey Burt, Assistant Librarian 1, Youth Services

Diane Holmberg, Bill Library Association President

Jessica Franco, Incoming Library Director

<b>Present</b>	Chairman John Bolduc
	Treasurer Ralph Hightower
	Vice Chair Rolf Racich
	Recording Secretary Ellin Grenger
	Committee Member Peter Diette
	Committee Member Gillian Thorne
	Committee Member Cynthia Wright
	Committee Member Elizabeth Rumery
<b>Excused</b>	Committee Member Wendy Hellekson

1. Jessica Franco, Incoming Library Director, and new Committee Member Gillian Thorne, were welcomed to the Commission.

#### **III. RESIDENTS & PROPERTY OWNERS COMMENTS**

None.

#### **IV. PRESENTATIONS / INFORMATIONAL ITEMS**

1. Diane Holmberg, Bill Library Association President, made a presentation and requested that the Library Commission pay for the accountant that will prepare the 990 tax return.

MOTION to approve up to \$1,200 for the Bill Library Association's choice of accountant to prepare the 990 tax return.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Elizabeth Rumery

**SECONDER:** Peter Diette

**AYE** 8 Hightower Racich Diette Thorne Bolduc Grenger Rumery Wright

**EXCUSED** 1 Hellekson

2. Ms. Burt Library status report and indicated that new youth services assistant and a new library associate have joined the staff.

## V. MEMBER COMMENTS

None.

## VI. REPORTS

1. Treasurer's Report

No report.

2. Director's Report

No report.

3. Investment Working Group

No report.

4. Friends of the Ledyard Library

The Snowflake Festival will be November 22, 2025 at Bill Library.

5. State of the Library Evaluation Form

MOTION to approve, in concept, the State of the Library Evaluation Form.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Ellin Grenger

**SECONDER:** Cynthia Wright

**AYE** 8 Hightower Racich Diette Thorne Bolduc Grenger Rumery Wright

**EXCUSED** 1 Hellekson

## VII. APPROVAL OF MINUTES

1. Motion to approve the Library Commission Regular Meeting Minutes of October 20, 2025

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Rolf Racich

**SECONDER:** Ellin Grenger

**AYE** 6 Hightower Racich Thorne Bolduc Grenger Wright

**EXCUSED**     1     Hellekson

**ABSTAIN**     2     Diette Rumery

## **VIII. OLD BUSINESS**

Any Old Business proper to come before the Committee

1. MOTION to approve the Display and Program policy and Material Review and Reconsideration policy.

**RESULT:**     APPROVED AND SO DECLARED

**MOVER:**     Ellin Grenger

**SECONDER:** Cynthia Wright

**AYE**                8     Hightower Racich Diette Thorne Bolduc Grenger Rumery Wright

**EXCUSED**     1     Hellekson

## **IX. NEW BUSINESS**

Any New Business proper to come before the Committee

None.

## **X. NEXT MEETING**

1. Next Meeting date: December 15, 2025 at the Bill Library at 7:00 p.m.

## **XI. ADJOURNMENT**

Ms. Grenger moved the meeting be adjourned, seconded by Mr. Diette.

The meeting adjourned at 7:45 p.m.

VOTE: 8-0 Approved and so declared

Respectively Submitted,

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Chairman John Bolduc  
Library Commission

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# TOWN OF LEDYARD

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**File #:** 25-3024

**Agenda Date:** 12/29/2025

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Election of Officers

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)