



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, April 21, 2025

7:00 PM

Gales Ferry Library

I. CALL TO ORDER

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

II. ROLL CALL

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

In addition, the following were present:
Amber Lavallee, Library Director
Diane Holmberg, President, Bill Library Association

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None

V. MEMBER COMMENTS

None

VI. REPORTS

1.

Attachments: [2024.06 Treasurer's Report](#)
[2024.07 Treasurer's Report](#)
[2024.08 Treasurer's Report](#)
[2024.09 Treasurer's Report](#)
[2024.10 Treasurer's Report](#)
[2024.11 Treasurer's Report](#)
[2024.12 Treasurer's Report](#)
[2025.01 Treasurer's Report](#)
[2025.02 Treasurer's Report](#)
[2025.03 Treasurer's Report](#)

RESULT: RECEIVED AND FILED

2.

Attachments: [Director's Report - September 2024](#)
[Director's Report - October 2024](#)
[Director's Report - November 2024](#)
[Director's Report - December 2024](#)
[Director's Report - January 2025](#)
[Director's Report - February 2025](#)
[Director's Report - March 2025](#)

Director's Report to the Library Commission

Date of Meeting: April 21, 2025 - 7:00 PM

Budget News

- Still in the process of learning the details of the library's budget and accounts.
- No significant updates at this time, but actively reviewing materials and gaining familiarity with the process.

Library News

- My first two weeks have been focused on catching up from where Jen left off.
- Priorities have been reading through past meeting notes, agendas, and other files to get up to speed and learning to use all the necessary applications and programs.
- Staff deserve a mention as I have found them to be extremely helpful and supportive throughout the transition.
- Holding individual meetings with staff, starting with the Library Assistants, and now working through speaking with all of the Library Associates in hopes to:
 - Understand their specific duties
 - Learn more about the team
- Discussed the idea of launching an **Annual Appeal** with John:
 - Potential to raise significant funds.
 - Could support future programming goals and community outreach.

- Have a meeting with Christine from HR this week to discuss adding an associate to fill the hours that Ray had.

Building News

- **Gales Ferry Library:**

- CO2 alarm went off last week, Stacey contacted Public Works who confirmed the alarm and although it took a few days the issue was resolved.
- **New signs put up in both Gales Ferry and Bill restrooms.**
Signs request that soiled diapers be disposed of in the outside dumpster to help with odor.

RESULT: RECEIVED AND FILED

3.

No Report

4.

The group met April 15th with Sal, all funds continue to do well despite the market volatility.

5.

There are vacancies in the executive offices, including the role of President.

VII. APPROVAL OF MINUTES

1. (type text here)

(type text here)

Attachments: [Library Commission Minutes 3.17.2025](#)

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: Wendy Hellekson

AYE 8 Bolduc Grenger Candler Hightower Racich Diette Wright Hellekson

EXCUSED 1 Rumery

VIII. OLD BUSINESS

1. Any Old Business proper to come before the Commission

Any Old Business proper to come before the Commission

Attachments: [Library Commission meeting minutes 04.21.2025 \(2\)](#)

None

IX. NEW BUSINESS

1. Any New Business proper to come before the Commission

Any New Business proper to come before the Commission

Attachments: [Library Commission meeting minutes 04.21.2025 \(2\)](#)

Discussion of potential Annual Appeal, Library Director Amber Lavallee will provide the Commission with ideas next month. The Library Director and Commission would undertake this new fundraiser.

Discussion criteria that should be used for the Commission to provide input for the six-month Library Director review.

X. NEXT MEETING

Next meeting date Monday, May 19, 2025 will be held at the Bill Library.

XI. ADJOURNMENT

Mr. Diette moved the meeting be adjourned, seconded by Rolf Racich.

The meeting adjourned at 7:37 p.m.

VOTE: 8-0 Approved and so declared

Respectively Submitted,

Chairman Bolduc
Library Commission

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