



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, September 15, 2025

7:00 PM

Gales Ferry Library

I. CALL TO ORDER

The Meeting was called to order by Chair Bolduc at 7:00 p.m.

II. ROLL CALL

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

In addition, the following were present:
Christine Dias, Ledyard Human Resource Director
Ambrosia Lavallee, Library Director

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None

V. MEMBER COMMENTS

MOTION to amend the agenda by removing bullet point 7, report from library directors assessment committee, and adding the proofreading of the Collection Development and Maintenance, Material Review and Reconsideration, and the Display and Program policies. A motion was made by Commissioner Rumery, seconded by Treasurer Hightower, that this be Approved and so declared. The motion carried by the following vote:

RESULT: APPROVED AND SO DECLARED
MOVER: Elizabeth Rumery

SECONDER: Ralph Hightower

AYE 8 Bolduc Grenger Hightower Rumery Racich Diette Wright Hellekson

EXCUSED 1 Candler

VI. REPORTS

1. Treasurer's Report

No report due to possible discrepancies in funds due audit.

2. Director's Report

Staffing Updates

- New Hires
 - o Amanda Marcelynas - Library Associate / Fill-In
 - o Sarah Desormier - Library Associate / Fill-In
- Resignation & Role Changes
 - o Jazzy resigned (effective September 5) to accept a full-time Children's Librarian position in Old Lyme.
 - o Erica trained in cataloging procedures with Jazzy prior to her departure.
 - o 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.
 - o 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**
 - o Service reactivated September 9.
 - o Assistant Librarians agreed early reinstatement would benefit patrons.
 - o Initial one-two months will be funded through the library materials budget.
- **Annual Report**
 - o 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:
 - o Material Review and Reconsideration Policy
 - o Collection Development and Maintenance Policy
 - o 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 Bill 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.

3. Proofread the Material Review and Reconsideration Policy, the Collection Development and Maintenance Policy, and the Display and Program Policy.

MOTION to approve the Material Review and Reconsideration Policy, the Collection Development and Maintenance Policy, and the Display and Program Policy and to submit them to the Connecticut Library Consortium

RESULT: APPROVED AND SO DECLARED

MOVER: Ellin Grenger

SECONDER: Wendy Hellekson

AYE 8 Bolduc Grenger Hightower Rumery Racich Diette Wright Hellekson

EXCUSED 1 Candler

4. Ledyard Library FY’25 Annual Report

RESULT: DISCUSSED

5. Investment Working Group

No report.

6. Friends of the Ledyard Library

The book sale raised \$3,000

7. Report from the Library Director’s Assessment Committee.

RESULT: CONTINUE

VII. APPROVAL OF MINUTES

1. Motion to approve the Library Commission Regular Meeting Minutes August 18, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: Ralph Hightower

AYE 8 Bolduc Grenger Hightower Rumery Racich Diette Wright Hellekson

EXCUSED 1 Candler

VIII. OLD BUSINESS

1. Any old business proper to come before the Commission.
None.

IX. NEW BUSINESS

1. Any new business proper to come before the Commission.
None.

X. ADJOURNMENT

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

The meeting adjourned at 7:31 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.