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, October 20, 2025 **7:00 PM** **Bill Library**

I. CALL TO ORDER

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

II. ROLL CALL

In addition, the following were present:
Christine Dias, Ledyard Human Resource Director
Stacey Burt, Assistant Librarian 1, Youth Services

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

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

1. Human Resources Update

The Commission and Ms. Dias reviewed the procedure being used to identify and hire the new Library Director. Wendy Hellekson will be the Commission's representative on the town's hiring committee. The Library Commission will form an ad-hoc subcommittee to review qualified applicants as forwarded by Human Resources. Ms. Wright, Ms. Hellekson and Mr. Racich will serve on this committee.

Ms. Burt presented a year-by-year statistical review of library usage. Traffic, usage and attendance have increased in both branches by many metrics, while computer station and Wi-Fi use decreased as compared to FY 2024. The youth programs in particular showed a substantial increase.

The details of her report:

Physical item circulation was up to 81,621 items (up 4% from FY24)
Digital item circulation was up to 30,517 items (up 9.37% from FY24)
Total circulation was up to 112,138 items (up 5.35% from FY24)

We had 26,217 patron visits at Bill (up 4.93% from FY24)
We had 19,577 patron visits at Gales Ferry (up 13.55% from FY24)
We had a total of 45,794 patron visits (up 8.93% from FY24)

Hours open were the same
Bill PC usage was 2,145 (up 2.5% from FY24)
GF PC usage was 1,452 (down 7.23% from FY24)
Total PC usage was 3,597 (down 1.43% from FY24)
Bill WiFi usage was 13,479 (down 16.39% from FY24)
GF WiFi Usage was 7,370 (down 17.2% from FY24)
Total WiFi usage was 20,849 (down 16.67% from FY24)

We gave out 2,937 seed packets at Bill (down 10.55% from FY2024)
We gave out 1,127 seed packets at Gales Ferry (up 27.10% from FY2024)
We gave out 4,064 seed packets in total (down 4.5% from FY2024, effectively no change)

Total volunteer hours equaled 837 hours for FY 25. Seed library, shelve and mend books, help with fundraisers

We hosted 102 adult programs (10.8% down from FY24)
We had 658 adult program attendees (down 16.39% from FY24)

We hosted 265 youth programs (5.24% up from FY24)
We had 6,715 youth program attendees (30.9% up from FY 24)

In addition to the position of Library Director, two other positions need to be filled. The Library will hire a new Library Assistant and a new Library Associate.

V. MEMBER COMMENTS

None

VI. REPORTS

1. Treasurer's Report

Report attached to agenda was reviewed, noting that there may still be some discrepancies in funds between the town's ledger and report.

2. Director's Report

None.

3. Ledyard Library FY2025 Annual Report - tabled until next meeting.

Tabled until next meeting.

4. Investment Working Group

The group met with our financial planner, and all funds outperformed the market during the third quarter.

MOTION to approve moving the management of the William Holton Memorial Fund 2 from the manager of the Cambiar Large Cap fund to the manager of the Putnam US Large Cap Value fund Concentrated as suggested by the financial planner based on review of returns.

RESULT: APPROVED AND SO DECLARED
MOVER: Ralph Hightower
SECONDER: Rolf Racich

AYE 6 Bolduc Grenger Hightower Racich Wright Hellekson

EXCUSED 2 Rumery Diette

5. Friends of the Ledyard Library

Funding proposal for FY 25-26 of $18,310 is ready to be presented to the incoming director.
Book sale yielded net proceeds of $2,865.00
FOLL offers many opportunities for volunteer library engagement, and there is an identified need for volunteers from now through November 22nd, at the Snowflake Festival.

VII. APPROVAL OF MINUTES

1. Motion to approve the Library Commission Regular Meeting Minutes September 15, 2025.

RESULT: APPROVED AND SO DECLARED
MOVER: Rolf Racich
SECONDER: Ralph Hightower

AYE 6 Bolduc Grenger Hightower Racich Wright Hellekson

EXCUSED 2 Rumery Diette

2. Motion to approve the Library Commission Special Meeting Minutes September 22, 2025.

RESULT: APPROVED AND SO DECLARED
MOVER: Wendy Hellekson
SECONDER: Ellin Grenger

AYE	6	Bolduc Grenger Hightower Racich Wright Hellekson
EXCUSED	2	Rumery Diette

VIII. OLD BUSINESS

1. Any old business proper to come before the Commission.

None.

IX. NEW BUSINESS

1. Motion to approve the Library Commission meeting schedule, 1/26 - 1/27

RESULT: APPROVED AND SO DECLARED
MOVER: Cynthia Wright
SECONDER: Rolf Racich

AYE	6	Bolduc Grenger Hightower Racich Wright Hellekson
EXCUSED	2	Rumery Diette

2. Discussion of moving Gales Ferry meeting space, as will be required to an ADA compliant meeting area, or otherwise be offered be conducted as hybrid meetings.

3. Motion to approve the Holiday Closing Schedule July 25 - July 26

RESULT: APPROVED AND SO DECLARED
MOVER: Ellin Grenger
SECONDER: Cynthia Wright

AYE	6	Bolduc Grenger Hightower Racich Wright Hellekson
EXCUSED	2	Rumery Diette

4. Reappointments of members

Reappointment of Commission Members Grenger, Wright, Rumery, and Bolduc. Town Council is voting on a nomination at its next meeting to fill the vacancy left by Ms. Candler's expiration of her term

5. Any new business proper to come before the Commission.

None.

X. NEXT MEETING

1. Next meeting date: November 17, 2025 will be held at the Gales Ferry Community Center.

XI. ADJOURNMENT

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

The meeting adjourned at 7:57 p.m.
VOTE: 7-0 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.