



# 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, September 15, 2025**

**7:00 PM**

**Gales Ferry Library**

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#### **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  
Chairman Elizabeth Rumery  
Vice Chair Rolf Racich  
Chairman Peter Diette  
Chairman Cynthia Wright  
Chairman Wendy Hellekson

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,

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Chairman Bolduc  
Library Commission

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