



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
Rebecca Nash

Regular Meeting

Monday, June 19, 2023

7:00 PM

Bill Library

Bill Library

I. CALL TO ORDER

Chair Nash called the meeting to order at 7:01 p.m. at the Bill Library.

II. ROLL CALL

Present Commissioner John Bolduc
Commissioner Barbara Candler
Commissioner Ralph Hightower
Chair Rebecca Nash
Commissioner Rolf Racich

Excused Commissioner Ellin Grenger
Commissioner Carol Ganz
Commissioner Elizabeth Rumery

Absent Commissioner Brian Cronin

In addition, the following were present:
Jennifer Smith - Library Director
Mary McGrattan - Town Council Liaison

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. MEMBER COMMENTS

None.

VI. REPORTS

1. Treasurer's Report - May 2023

Mr. Hightower discussed the May Treasurer's Report. There were no questions.

2. Director's Report - June 2023

Ms. Smith presented the Director's Report for June.

Budget News:

- The Commission Special Fund budget is on our agenda for discussion and a vote tonight. With the change in responsibilities for our photocopier machines, the Commission Special Fund budget will be evolving.

Library News:

- Ledyard Public Library has been selected to receive the American Library Association's Libraries Transforming Communities: Accessible Small and Rural Communities grant in the highest amount of \$20,000! This exceptional opportunity is focused on improving library services to those with disabilities. We will be hosting community conversations in the coming months to better understand Ledyard/Gales Ferry needs so we can begin to enhance library services. Monday, July 24 at 6:30 p.m. we will host a hybrid (in-person and virtual) community conversation at Bill Library. Tuesday, July 25 at 6:30 p.m. we will host an in-person community conversation at Gales Ferry Library. The goal of these community conversations is to hear directly from members of our community so we can allocate grant funding accordingly.
- Beth Nemchek accepted the Library Assistant position and started working June 12, 2023. She is a regular library user and Ledyard resident.
- We are working on several behind the scenes projects to clean up our online catalog and also streamline workflow when it comes to hold receipts. Currently, each hold slip requires staff to hand write names on the top of slips and we are looking into having names print out on the slips.
- Our World Language collection items are arriving and items are currently being cataloged and processed. You will now find books written in Spanish for all ages at both locations.
- The staff meeting on June 2 went well and Sgt. Ryan Foster from Ledyard Police Department presented on the ALICE program which focuses on active "Violent Critical Incidents" and will encompass all types of workplace incidents not strictly and active shooter incident. We also used the remaining time that afternoon for library professional development.
- This past Saturday, June 17, we had 130 participants attend our Summer Reading kick-off event with Pete the Cat! It was an action packed, magical performance full of singing, dancing, reading, and really spread joy to all ages. As of today, we have 158 youth signed up who have already logged 104 adventures. Our Adult Summer Reading is also open and we have about 30 registrants so far.

Building News:

- The Bill Library audio visual collection has taken on a shift and new look! A shelving unit used for music CDs and movies was a safety concern due to pull out drawers that would not stay closed. We were able to move around other shelving to take its place. Not only are the shelves safer for the public, but the shelving units are now spaced out to also follow ADA guidelines. The music CDs are conveniently displayed in new acrylic containers promoting easy access and browsability.
- The Bill Library sign by the street has been updated with our revised hours. We will now

be open Saturdays 9:00-5:00 p.m. year-round. Our Sunday season will be slightly shorter.

Town News:

- I am working with Marisa Iannella-Rodriguez, Human Resources Director, to review library job title names to avoid future confusion. With both Assistant Librarians and Library Assistants, it is too easy to mix things up.
- Ms. Rumery represented the Library at the annual Gales Ferry District meeting last month. Thank you, Beth!
- The next Town Council meeting is Wednesday, June 28 at 7:00 p.m. I want to spread the word and be sure our Councilors and community know about the Libraries Transforming Communities grant and upcoming community conversations. Ms. McGrattan is going to share the information about the community conversations at the next Town Council meeting.

Mr. Hightower questioned Ms. Smith about the status of the cataloging backlog. Ms. Smith reported that we are now caught up and no longer have an eleven month pile up of new acquisitions waiting to become available to the public for check out.

Ms. Smith also referenced an article published by Government Technology on June 11, 2023 titled *Public Libraries Ditched Card Catalogs. Are Computers Next?* by Nikki Davidson which relates to the decision made to cut back on the number of public computers available at both Bill and Gales Ferry Library. Ms. Smith quoted the article which helps explain the reason behind the decisions to cut back on public PCs: "...the popularity of public computers changed as technology became easier and more affordable to purchase. According to open data from Connecticut public library system, public computer demand in the state slowly decreased over time, from a high of nearly 6 million public computer sessions in 2006 to less than one million in 2022." Ms. Smith explained this does not mean people are not benefiting from library services relating to technology any longer. It just means that technology and the way people are using technology is evolving and the library needs to keep up. Furthermore, the article continued with: "one reason for lower public computer use at [the] library is that the branch offers wireless printing, so patrons can send files from their phone or other computers to the printer instead of logging into a public computer" (Davidson, 2023). The reduction in public PCs from 17 between both library buildings down to 12 has been a success. Ms. Smith reminded Commissioners that the new photocopier machines will be Wi-Fi compatible to allow patrons to print from their personal devices. Our current eleven year old photocopiers are not Wi-Fi compatible, so this will definitely be an upgrade to our technological public services.

3. Friends of the Ledyard Libraries Report

Mr. Bolduc did not have a report for the Friends, but did remind the Commission that the Investment Working Group would be meeting in July.

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from May 15, 2023.

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: John Bolduc

AYE 5 Bolduc Candler Hightower Nash Racich

EXCUSED 3 Grenger Ganz Rumery

ABSENT 1 Cronin

VIII. OLD BUSINESS

1. Review of the 3-D Printing policy

Click below for supporting documentation:

<https://www.ala.org/advocacy/intfreedom/3d_printer_policy>

The discussion included the following amendments to the motion:

Remove the third bullet point from 1. and delete the word "servants" in 5.

RESULT: APPROVED AND SO DECLARED

MOVER: John Bolduc

SECONDER: Ralph Hightower

AYE 5 Bolduc Candler Hightower Nash Racich

EXCUSED 3 Grenger Ganz Rumery

ABSENT 1 Cronin

XI. NEW BUSINESS

1. Motion to approve the proposed holiday closing schedule for FY24.

Discussion included a question about Juneteenth and whether the Town of Ledyard would be recognizing Juneteenth as a holiday for FY24. Currently, the town is open on Juneteenth. Ms. Smith did not hear anything in regards to next year and tried reaching out to Marisa, Human Resources Director. Commissioners decided to revisit this in the future.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: John Bolduc

AYE 5 Bolduc Candler Hightower Nash Racich

EXCUSED 3 Grenger Ganz Rumery

ABSENT 1 Cronin

2. Motion to approve the proposed Library Commission schedule for FY24.

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: John Bolduc

AYE 5 Bolduc Candler Hightower Nash Racich

EXCUSED 3 Grenger Ganz Rumery

ABSENT 1 Cronin

3. Motion to approve the Library Commission Special Fund for FY24.

Ms. Smith shared how the draft of the Special Fund budget was developed for FY24. There is a \$3,000 outstanding balance of unspent donations received in memory and honor of individuals. Ms. Smith is recommending that be spent down to follow good accounting practices.

Due to the \$5,000 cut in the town book budget for next fiscal year, it was decided that an additional \$3,500 would be added to the Books, Media, and Technology line in the Special Fund. Now that the town has taken over the responsibilities of the photocopier machines at both library buildings, Commissioners felt it was no longer necessary to keep a \$3,000 carryover for potential photocopier maintenance and decided it would be well spent on boosting collection development next year.

In addition, the Seed Library would be separated out from Books, Media, and Technology for ease of accounting. The Seed Library will now show a receipt and expense line in the Special Fund.

Ms. Smith will revise the Library Commission Special Fund budget as discussed and submit the final budget to the Finance Director so spending can begin on July 1, 2023.

RESULT: APPROVED AND SO DECLARED

MOVER: John Bolduc

SECONDER: Rolf Racich

AYE 5 Bolduc Candler Hightower Nash Racich

EXCUSED 3 Grenger Ganz Rumery

ABSENT 1 Cronin

X. ADJOURNMENT

Mr. Hightower moved the meeting be adjourned, seconded by Mr. Bolduc.

The meeting adjourned at 8:45 p.m.

VOTE: 5-0 Approved and so declared

The next Library Commission meeting is scheduled for Monday, July 17, 2023 at the Gales Ferry Library.

Respectively Submitted,

Rebecca Nash
Library Commission Chair

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