



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

Monday, April 15, 2024

7:00 PM

Bill Library

Bill Library

I. CALL TO ORDER

Chair Bolduc called the meeting to order at 7:03 p.m. at the Bill Library.

II. ROLL CALL

Present Chair John Bolduc
Commissioner Ellin Grenger
Commissioner Barbara Candler
Commissioner Brian Cronin
Commissioner Ralph Hightower
Commissioner Rolf Racich
Excused Commissioner Rebecca Nash
Commissioner Elizabeth Rumery

In addition, the following were present:
Jennifer Smith - Library Director
Peter Diette - Gales Ferry Resident

Carmen Garcia-Irizarry - Town Council Liaison was excused as she was attending the Public Hearing on the Fiscal Year 2025 Town Budget.

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

Matt Novosad: Assistant Librarian II - Adult Services

Matt Novosad, one of our Adult Assistant Librarians, gave a presentation on his responsibilities and duties. Mr. Novosad started off explaining that he is a two time UConn Graduate and received both this Bachelor of Arts and Master of Arts.

Mr. Novosad went on to explain the work he does includes both public facing and behind the scenes responsibilities. On the public facing side, he handles the adult programming at the Bill

Library and focuses on planning a variety of programs and events to appeal to a variety of patrons. Upon his arrival to Ledyard, Mr. Novosad carried out the successful conclusion of the President's Book Discussion. He also started a Board Game Club, Genealogy Club, and will soon be starting a Sewing Club later this year. A few of the adult program highlights over the past year include a Long Pond watershed lecture, a Winter Sowing workshop with Barbara Duncan, Fly Tying classes with John Preston, the History of Oktoberfest presented by Em Sauter, and an American Sign Language course presented by Signing Basics (funded by the Libraries Transforming Communities grant). Mr. Novosad also enjoys helping patrons with Tech Help by appointment. Collaboration with other local organizations such as the League of Women Voters promoting voter registration and Veterans Coffeehouse are part of our Adult Services outreach in the community.

Adult Summer Reading Bingo is another highlight during the year! Mr. Novosad mentioned it was encouraging to see adult participation increase this past summer compared to the summer of 2022. This year patrons will have the chance to "level up" as they complete different Bingo cards to incorporate a gamification technique to Adult Summer Reading encouraging continued engagement from participants.

Behind the scenes responsibilities include a variety of tasks and Mr. Novosad went on to highlight a few projects and improvements he has been working hard on. He discussed how he was determined to learn Javascript (coding) in order to have our due date and hold slip templates look and print the way we want them to. Mr. Novosad also improved the functionality and look of our statistics spreadsheets so staff can accurately input and read our stats. Our statistic spreadsheets are now set up to align with the State Library report saving staff time and effort when annual numbers are due. These improved spreadsheets allow staff to better track the overall health of the library and to see trends in the data, making adjustments to purchasing decisions as needed.

Mr. Bolduc commented that he had no idea how much Mr. Novosad does and thanked him for his work. Mr. Racich said Mr. Novosad did a great job presenting.

1. Commission vacancy

Carol Ganz resigned from the Library Commission on April 1, 2024. Her resignation letter was accepted by the Commission with appreciation for her service and regret that she will be leaving the Commission. A card was circulated and signed for Ms. Ganz.

Ms. Grenger said Ms. Ganz resigned appropriately and professionally.

Mr. Bolduc mentioned Peter Diette and Sara Pearson have applied to fill the vacancy. Mr. Diette was introduced to the group.

Motion to accept the resignation letter submitted by Ms. Ganz.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 6 Bolduc Grenger Candler Cronin Hightower Racich

EXCUSED 2 Nash Rumery

V. MEMBER COMMENTS

None.

VI. REPORTS

1. Treasurer's Report

Mr. Hightower presented the March Treasurer's Report. He stated a \$5.00 anonymous donation was received. There was a \$2,099.85 output for the month, but we are doing fine overall with a year to date balance remaining of \$5,568.07.

2. Director's Report

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

Budget News:

- The public hearing on the Town budget is today, April 15.
- I attended the April 3 Finance Committee meeting to present three grant opportunities that the Ledyard Library is interested in applying for to expand our Children's collection with modern interactive audiobook options.
- Since the Finance Committee passed through the grant opportunities to Town Council, I also attended the Town Council meeting on April 10. The Council voted in approval of the Mayor to submit the following grant applications to expand the Libraries Children's Collections with modern interactive and audiobook options:
 - o Dollar General Literacy Grant for Tonieboxes in the amount of \$4,000;
 - o Ledyard Rotary Grant for Wonderbooks in the amount of \$1,000;
 - o New London Kiwanis for Tonies and Wonderbooks in the amount of \$500.
- Library Giving Day was a success again this year bringing in \$946.14 from 7 donors. Thank you to all who donated including John and Claire Bolduc, David and Marie Engelman, Nancy Strawderman, the Tainter Family, Gayle Wilson, anonymous and an anonymous amante de la biblioteca! Donors will also be recognized in our May e-newsletter.

Library News:

- Library staff gave out 500 free ISO certified eclipse glasses in 3 days! We are collection solar glasses back to be recycled through the Astronomers without Borders program through April 19.
- Over the last year, there have been many changes beyond our control that have impacted our newspaper subscriptions. In light of this, we are examining our subscriptions and public interest in them through a survey. The survey is available on our website and is also in print at both locations. Your input is valuable to us as we find solutions.
- Since June 2022, our e-newsletter subscribers have grown from 1,003 to 1,419 (a 41% increase). You can subscribe through our website www.ledyardlibrary.org > scroll down on the homepage left side and enter your email for E-newsletter signup.
- In following the goals from the 2020 Strategic Plan, library staff members are working

- hard on the *Marketing Goal: To increase community awareness of library services.*
Specifically, *Objective #2 Increase library's social media presence.*
- o January - March 2024, our library Facebook visits have increased 33% (over the same time last year)
 - o January - March 2024, our library Instagram visits have increased 61% (over the same time last year)
 - o The library social media accounts (Facebook and Instagram) saw a combined 40% increase in new followers from January - March 2024
- April 21-27, 2024 is National Volunteer Week. Thank you to all our library volunteers who put in countless hours of volunteer work over the course of the year especially the Ledyard Library Commission, Friends of the Ledyard Library, Teen volunteers, Seed Library volunteers, our book menders, and special event volunteers. You are all invited to our Volunteer Recognition Gathering at Bill Library on Wednesday, May 15, 2024 from 4:30-6:00 p.m. Please bring a potluck dish or dessert to share. Thank you, we appreciate you and all you do!

Building News:

- Increased mice activity was noted by pest control at the Bill Library. Upon further investigating, a sizeable hole was found on the outside meeting room door. Public Works installed a metal door plate to deter entry.
- Thanks to our talented Public Works team, there is a new coat rack in the hallway by the meeting room at Bill Library.
- Step stools for our young patrons now live in all restrooms along with both Children's Rooms.

Town News:

- A sidewalk construction project started on April 8. This newly designed sidewalk will come between the Bill Library and church and head up to the High School. From our Public Works Director: "It will include a considerable amount of effort at the trailhead area between the library and the church and will involve converting the cul-de-sac area to a curved section of road and some parking changes at the end of the parking area toward the church. It will be pretty busy, but the parking area toward the south end would remain accessible."

3. Friends of the Ledyard Library Report

Mr. Bolduc gave the Friends of the Library report. He mentioned the Friends will have their half price book sale from June 1 - 15, 2024 at both library buildings. This will span dates of the Regatta Day (June 8) and the kick-off for Summer Reading (June 15).

April 9 was Library Workers Day. Mr. Bolduc mentioned he tried to get April 9 recognized by the Town as Ledyard Library Workers Day, but never heard back. April 16 is National Librarian Day as well. Thank you to all our wonderful library employees!

4. Investment Working Group

Mr. Bolduc also reported on behalf of the Investment Working Group. The group met with Sal Tocco on April 9 and reviewed the quarter performance report. Overall, performance on all accounts for the last quarter improved by 4.5%, which exceeded the Dow.

In addition, there have been 3 donations in past few months. To recap the details:

February 20 - \$13,871.84 was deposited into the Either Library account. This funding was designated as Library Commission funding that was set up in a Dime Bank account overseen by

the Bill Library Association. Ms. Smith called a meeting on February 16, 2024 with the Bill Library Association President and Treasurer along with the Library Commission Investment Working Group to review these accounts. It was decided at that time to consolidate the Library Commission funding into the investment account.

February 22 - \$2,366.56 was deposited into the Either Library account. This funding was received from the Joan D. Hauptfeld bequest and must be used for library programming (not for administrative purposes).

April 9 - \$500 was deposited into the Either Library account. This funding was a donation as part of the Library Giving Day fundraising initiative.

5. Consortium Working Group

Mr. Cronin, Ad hoc Chair, presented an update from the Consortium Working Group. The group met on March 29, 2024 and needs to fill an immediate vacancy. Mr. Cronin asked for input regarding information to present, and a time frame. LION requires notice at their annual meeting in June. However, Ms. Smith and Commissioners discussed there is no rush to make any decisions by this June as all criteria needs to be fully considered.

Commissioner Barbara Chandler and Commissioner Rolf Racich were appointed to the group. The group now consists of three Library Commissioners, one community member, and Library Director, Jennifer Smith, as an ex-officio.

The next meeting needs to be scheduled. Mr. Cronin will be in touch with the group.

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from March 18, 2024.

It was noted that page 3 contains an erroneous amount for the Dime transfer, which should be \$13,781.84. Motion approved with correction.

RESULT: APPROVED AND SO DECLARED

MOVER: Brian Cronin

SECONDER: Ralph Hightower

AYE 5 Bolduc Candler Cronin Hightower Racich

EXCUSED 2 Nash Rumery

ABSTAIN 1 Grenger

VIII. OLD BUSINESS

None.

XI. NEW BUSINESS

None.

X. ADJOURNMENT

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

The meeting adjourned at 8:13 p.m.

VOTE: 6-0 Approved and so declared

The next Library Commission meeting is scheduled for Monday, May 20, 2024 at the Gales Ferry Library.

Respectively Submitted,

John Bolduc

Library Commission Chair

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