



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, May 15, 2023

7:00 PM

Gales Ferry Library

Gales Ferry Library

I. CALL TO ORDER

Chair Nash called the meeting to order at 7:02 p.m. at the Gales Ferry Library.

II. ROLL CALL

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

In addition, the following were present:
Jennifer Smith - Library Director

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None

V. MEMBER COMMENTS

None

VI. REPORTS

1. Treasurer's Report - April 2023

Mr. Hightower reviewed the April Treasurer's Report. All items are within budget although some encumbrances are not posted yet.

2. Director's Report - May 2023

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

Budget News:

- I am beginning the process of inquiring about the possibility of migrating to a new consortium. There are four library consortiums in Connecticut. For FY24, LION is charging \$51,788 for us to belong which is a 3% increase over last year. The benefits of LION seem to be decreasing while the membership costs continue to rise. I feel it is my due diligence to reach out to inquire about other comparable options. I will present my research obtained at a future meeting for discussion.
- The Mayor has signed off on the lease for two new photocopier machines for each library building. I've attached the Ricoh photocopier spec sheet in case anyone is interested on the details of the new machines. These new state of the art machines can print and copy in color and black and white, fax, scan, email, and much more! I am aiming for delivery towards the end of June followed by install as close to July 1 as possible so we can have a smooth transition of responsibility from the Commission to the Town. Staff will receive training, as well.

Library News:

- The ACLB presented their free webinar on Library Board Basics last month. Did anyone attend or watch the recording that was shared via email? I watched the recording and wanted to share a few take-a-ways:
 - The Commission Member page on our website has been updated with the link to the ACLB resource website, United for Libraries, and the State of CT Libraries Help Center
 - Library Commission Members - if you are out in public and you see the Mayor or a Town Councilor, thank them for funding the library
 - Be an advocate for the library in your community - have an "elevator speech"
 - Start relationship building for small local organizations for possible fundraising
 - Know what is expected of you as a Library Commission member
 - Regular attendance at meetings
 - Come prepared to meetings, read over the agenda and supporting documentation/attachments
 - Members understand and accept that the Commission acts as a unit
 - Know, review, and update Commission bylaws
 - Regular self-assessment
 - New commission member orientation (done by Director in partnership with Commission Chair or Vice Chair) that includes:
 - ACLB Handbook
 - Duties of officers
 - Annual calendar
 - List of Commission members, names, terms, contacts
 - Bylaws of Library Commission
 - Minutes from the prior year
 - Organizational chart for the library
 - Job descriptions of Library employees
 - Evaluation of Library Director

- Statistical reports
- Stacey Burt and Matt Novosad represented the Ledyard Public Library at the Connecticut Library Association conference on May 1, 2023.
- As you all know, we did receive a grant. I am still being asked to keep the news quiet for now and would like to honor that request. I will present further information and details at our June meeting.
- The Fiber optic project at Gales Ferry is complete. The connection was lit and all seems to be working well so far.
- We have a vacancy for one of our Library Assistant positions. Sarah Desormier submitted her resignation last week, but is going to continue to volunteer her time on the board of the Friends of the Ledyard Libraries.
- Matt Novosad, Assistant Librarian I, has been working hard to revise portions of our website. All of our e-book and digital resource links on the right side of our homepage now have updated logos, FAQ pages, and clickable download buttons for the apps.
- Erin Quada, Library Technician II - Youth Services, has hit the ground running and is working hard to eliminate the cataloging backlog. She has also taken on additional projects such as running reports to clean up the catalog and redefine location codes which drive our circulation statistics.
- Heather Doughty, Administrative Assistant, has trained all Library Assistant's on processing materials so we can adjust workflow. It was a smooth process thanks to Heather's attention to detail and the transition went very well.
- It was brought to my attention that we did not have any adult and limited children's physical books written in Spanish in our collection. That has been resolved and a new World Language collection is coming soon to the Ledyard Public Library!
- I've planned an all staff meeting on Friday, June 2, so the Bill Library will close at 1:00 p.m. that day. Sgt. Ryan Foster from Ledyard Police Department will be presenting 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 will also use the remaining time that afternoon for library professional development. Although this is not required, it is highly recommended for library staff to attend. All attendees will be paid for their time.
- There are now six public computers at each library building rather than nine at Bill Library and eight at Gales Ferry Library. The decision to cut down on the number of public PCs was mainly due to the age of technology. We had several Windows 7 PCs from 2013 that were obsolete and could not be updated. They posed a security risk for the public, library, and town. Although our patrons still regularly use and rely on the library for public computer access, trends are evolving. Some patrons prefer using our free Wi-Fi with their own devices in the library. We will continue to reassess the number of public PCs in each library, but so far, this adjustment is working out very well.
- The bulletin board project is complete! We now have a reasonably sized bulletin board in the hallway near the restrooms that is monitored regularly. The portrait of Henry Bill is now on the large wall where the old bulletin board used to live along with the historical map of nearby towns. Lastly, the Waterbury clock that was restored by the Trivedi Family in memory of Javahar Trivedi has been mounted on the wall where the portrait of Henry used to be. The thought behind this move was to make the bulletin board and other historical items more visible for the public.

Building News:

- The Gales Ferry Children's Room now has a bulletin board that will be used for rotating displays.
- The pump to drain our basement sink at Gales Ferry was clogged, but Public Works was able to come up with a working solution without having to replace the entire part!
- To be proactive with safety measures, we have replaced the old swivel office chairs for the public computers at Gales Ferry. Swivel chairs on wheels are unsafe for those who may be unsteady on their feet. Sturdy wooden chairs from Bill Library replaced the swivel chairs at Gales Ferry and also helped free up more floor space at Bill Library. Now both buildings are consistent in public computer offerings.

Town News:

The Town of Ledyard FY24 annual town budget meeting is tonight, May 15.

3. Friends of the Ledyard Libraries Report

None

4. Investment Working Group

Mr. Bolduc presented the update from the Investment Working Group. The group met on April 18, 2023 to discuss first quarter results with Sal Tacco, our account representative from Janney Montgomery Scott. Overall, the library accounts outperformed the market improving by 2.25%. In the future, the Working Group has agreed to review changing the William Holton Fund from a defensive manager to a core manager if the market stabilizes.

There was a discussion of how investment funds would be disbursed if Commission approves the expenditure. The best way to go about spending from these accounts is by checkbook.

A note was also made about restructuring the Library Commission Special Fund due to the Town agreeing to take over the fiscal responsibility of the library photocopiers. The Investment Working Group will not have a part in modifying the Library Commission Special Fund as that task should be completed by the Director and Commission as a whole.

The Investment Working Group will meet again on July 11, 2023 to review second quarter results.

MOTION to approve the request for checkbooks for both the Library Commission Funds - Gales Ferry Library and Either Library for possible future spending from these funds with prior approval from the Library Commission.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: John Bolduc

AYE 6 Bolduc Grenger Candler Hightower Rumery Racich

EXCUSED 2 Cronin Ganz

ABSTAIN 1 Nash

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from April 17, 2023.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 5 Bolduc Grenger Candler Hightower Racich

EXCUSED 2 Cronin Ganz

ABSTAIN 2 Nash Rumery

VIII. CORRESPONDENCE

1. Library Giving Day wrap up

Thank you notes were sent out to all those who made a donation for Library Giving Day. The Commission also sent a separate hand written letter to the donor of the largest gift.

IX. OLD BUSINESS

1. Photocopier update

The Town of Ledyard will take over the responsibility of both library photocopier machines going forward. Toner is included in the lease and the lease is for five years. Commissioner's were in agreement that the old machines can be taken away by Ricoh if no one shows any interest in the 2012 machines between now and the delivery of the new ones. Ms. Smith reminded everyone the spec sheet for the new Ricoh IM C2500 machines was attached in the agenda.

2. Motion to approve the draft changes as modified in the Confidentiality of Library Records policy.

Mr. Bolduc noted the word endorse should be made plural in the first sentence.

RESULT: APPROVED AND SO DECLARED

MOVER: Elizabeth Rumery

SECONDER: Barbara Candler

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

3. Motion to approve the draft changes presented in the Program Policy

Discussion to amend language to reflect that programs are offered for children, teens and adults. Remaining changes are largely grammatical.

RESULT: APPROVED AND SO DECLARED

MOVER: John Bolduc

SECONDER: Rolf Racich

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

X. NEW BUSINESS

1. Review of the 3-D Printing policy

Click below for supporting documentation:

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

There was a discussion of charging an hourly rate rather than charging by the gram of filament used per project. The revisions to the policy should also let patrons know that all printing must be completed during hours the Library is open. It was recommended that there is a minimum charge for usage, and then an hourly rate. Additional changes will be presented at the June meeting, and then can be voted on.

2. Discussion and possible motion to revise library hours to better serve our community by remaining open during anticipated busier times while shortening our Sunday service offerings.

There was discussion of extending our summer Saturday hours from 9:00-1:00 p.m. to 9:00-5:00 p.m. so we can provide better service to the public. Often staff are kicking people out of the Library on Saturdays at 1:00 p.m. The Library buildings are also used by the Town as cooling centers and closing at 1:00 p.m. on a hot summer Saturday seems counterintuitive. Families with working adults also sometimes rely on visiting the Library on a summer Saturday because their weeks are full. The benefits of being open for a full day on summer Saturdays seemed to outweigh the pros of closing at 1:00 p.m.

To allow for full day Saturdays throughout the year, Commissioners discussed shortening our Sunday season offerings.

MOTION to adjust Library hours to be open 9:00-5:00 on Saturdays year round while adjusting the Sunday closure dates so that this is a financially neutral transaction.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

3. Discussion of the dire need to replace the Bill Library patio umbrellas

Ms. Smith has identified umbrellas on sale through May 17 that would meet our needs.

MOTION to use funds from Library Giving Day (\$155) and May Dale (\$25) funds to purchase three umbrellas.

RESULT: APPROVED AND SO DECLARED

MOVER: Elizabeth Rumery

SECONDER: Barbara Candler

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

4. Discussion regarding the future of the Library Commission Special Fund

What are your priorities?

What are your goals?

Mr. Hightower and Ms. Smith identified donations made for specific purposes in the Library Commission Special Fund. There was discussion about the remaining non-allocated funds and Commissioners have been encouraged to think about the goals and priorities for this fund. Further discussion can be moved over to June meeting, when we have a discussion of next fiscal year. Commission members have been asked to review the provided table indicating known donations. Ms. Smith will provide a draft of the FY24 Library Commission Special Fund budget at the June meeting.

XI. ADJOURNMENT

Mr. Bolduc moved the meeting to be adjourned, seconded by Mr. Racich.

The meeting adjourned at 9:00 p.m.

VOTE: 7-0 Approved and so declared

The next Library Commission meeting is scheduled for Monday, June 19, 2023 at the Bill Library.

Respectfully submitted,

Rebecca Nash

Library Commission Chair

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