

Director's Report

Ledyard Library Commission Meeting

Date/Time: September 15, 2025 – 7:00 PM

Location: Gales Ferry Library

Staffing Updates

- **New Hires**
 - Amanda Marcelynas – Library Associate / Fill-In
 - Sarah Desormier – Library Associate / Fill-In
- **Resignation & Role Changes**
 - Jazzy resigned (effective September 5) to accept a full-time Children's Librarian position in Old Lyme.
 - Erica trained in cataloging procedures with Jazzy prior to her departure.
 - 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**.
 - 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**
 - Service reactivated September 9.
 - Assistant Librarians agreed early reinstatement would benefit patrons.
 - Initial one–two months will be funded through the library materials budget.
- **Annual Report**
 - 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:
 - Material Review and Reconsideration Policy
 - Collection Development and Maintenance Policy
 - 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 Gales Ferry 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.

Question: Do we receive a list of library holidays separate from town holidays, decided on by the commission? Erica said it was something she usually got by now.

Respectfully submitted by;
Ambrosia Lavallee, Library Director