

**Meeting of the Woodbridge Library Commission
April 13, 2009**

Present:

V. Calistro
J. Day
J. Glicksman
W. Kelly
J. Kordiak
G. Morgan (arrived at 7:00 p.m.)
A. Noto
A. Rubin
B. Heller—Board of Selectman
G. Kurek—Friends of the Woodbridge Library

Chair Aldonna Noto called the meeting to order at 6:08 p.m.

Public Comment:

Beth Heller reported to the Board of Selectman about the upcoming Friends Annual Meeting, to be held on April 27. Gloria Kurek reported that the Friends Board will meet next week.

Minutes of Meeting of March 9, 2009:

Beth Heller reported that the reference to her report should be revised as follows:

“She reported that the Board of Finance removed the request for Sunday hours from the FY10 submitted Operating Budget. She suggested that if the Library Commission wishes, we might request that the item be reconsidered and added back in the budget, at the Preliminary Budget Hearing on April 20.”

V. Calistro moved to accept the Minutes as amended; J. Glicksman seconded the motion, which was passed unanimously.

Property and Maintenance:

Aldonna Noto will attend a Libratecht Workshop on April 15 at the newly renovated Guilford Library, to assist in obtaining a State grant for renovation of the Woodbridge Room.

Jan Day reported on the RFP process to retain an architect to do the renovations of the Woodbridge Room. The RFP will be prepared by the Town in accordance with applicable procedures. The Library Commission prepared a list of possible items to be included in the proposed renovation:

Ceiling replacement
Lighting improvement/replacement
Shelving (walls and periodical shelving)
Furniture (including comfortable reading chairs)
Carpet
Window treatments

Jan Day reported that she will apply for a State grant for this work, which would cover one-third of the cost of the renovation, with the balance of the funds coming from the Library Building Fund. The grant application is due in July. The Commission will need to engage an architect and prepare schematic drawings to submit with the application. The Commission will be actively involved in reviewing the responses to the RFP and in the design process.

Budget and Finance:

The Commission reviewed the budget reports. The Commission discussed the status of its request for limited Sunday hours. Aldonna Noto will attend the Town Preliminary Budget meeting on April 20, to present the request for Sunday hours. All are encouraged to attend, and the Commission discussed various means to be sure that the Boards of Selectmen and Finance hear from Town residents about the need for Sunday hours.

Policy and Personnel:

Aldonna Noto met with the Town about the Library closing policy. The Policy and Personnel Committee will meet to review the closing and all related policy, and propose conforming revisions as necessary to the Commission at the May meeting.

Director's Report:

In addition to the written report, Jan Day reported that 22 candidates were considered for the open position of Library Assistant—Children's Services; and requested permission to hire Pam Wilonski. Bill Kelly moved that the Commission authorize the hiring of Pam Wilonski; Ann Rubin seconded the motion, which was passed unanimously.

The Commission discussed the pay scale for library support staff, and concluded that this issue was not appropriate for consideration given the current economic climate.

Old Business:

The Town never approved the funding for new signage. We will drop this request, and consider whether to add this item to the proposed renovation of the Woodbridge Room.

New Business:

The Human Services Department is sponsoring a Walkathon on May 17 at Lighthouse Park. All are encouraged to attend.

May 11, 2009 meeting—no items were proposed.

William Kelly moved to adjourn the meeting, V. Calistro seconded the motion, which was passed unanimously. The meeting adjourned at 7:14 p.m.