

**Woodbridge Library Commission Minutes
November 9, 2009**

Members Present: Renee Bevacqua-Bollier, Ginny Calistro, Karen Cusick, Jeanette Glicksman, William Kelly, Georgia Morgan, Aldonna Noto, Tom Shernow & Marisa Von Beeden

Members Absent: None

Also Present: Jan Day, Library Director & Jim Sabshin, Board of Selectman.

I. Call to Order At : 6:13 PM.

II. Additions to the Agenda- Woodbridge Garden Club request-Jeanette moved and Mia seconded. Motion passed unanimously.

Public Comment and Liaison Reports –

Jeanette Glicksman presented the Friends report. The Purvis lecture was well attended. Candy was made available as a way to ask people to join the Friends. Library Addition 10th Anniversary-The Friends book store was open and the Friends provided refreshments. A followup mailing has been sent for their membership drive.

IV Approval of October 13, 2009 Minutes- Karen Cusick moved to accept and Renee Bevacqua seconded. The motion passed unanimously.

V. Committee Reports

A. Budget & Finance-Reviewed October Operating & Funds finances for the month. Interest of \$8,419 that has accumulated from unspent “405” Special Gift Funds over many years has been received from Town Hall and deposited in the 405 (Funds) account.

Bill Kelly moved that \$8,419 interest received be available to be used as requested by Jan Day, Library Director and approved by the Library Commission. Georgia Morgan seconded. The motion passed unanimously.

B. Policy & Personnel –Will meet to elect their chairperson. Hopefully this committee can meet before the next Commission meeting to review the “Snow Day” policy.

C. Property & Maintenance- Karen & Aldonna visited the Guilford and Wallingford libraries to view their new carpets.

Quotes have been received from three architects. The committee will meet to recommend their preference. The architects are:

Kenneth C. Best of Drummery, Rosane and Anderson, Inc
Bruce Tuthill of Tuthill and Wells Architects
Angela Cahill of Schoenhardt Architecture & Interior Design

- VI. **Director's Report** – The exterior painting of the Woodbridge Room has been completed and the broken panes of glass have been replaced.

Old Business – The Open House was well attended and received.

New Business – Aldonna reviewed the Freedom of Information requirements with the commission. Committee and Commission meetings must have their agendas emailed at least 24 hours in advance to the Town Clerk's office. Minutes of the meeting must be sent to town Clerk within 48 hours if a vote had been taken. If there are no votes, the minutes are due seven days after the meeting.

Garden Club requests that they be able to hold their Flower Show at the Library's Woodbridge Room in June 2011. Aldonna Noto responded that due to future renovations, we cannot commit this far in advance.

- VII. **Items for December 14, 2009 Meeting 6PM-N/A**

- VIII. **Adjournment:** 7:20 PM by Ginny Calistro and seconded by Bill Kelly.

- IX. **Update on 2009-2010 Goals:**

- 1) The donated classical music CD collection was picked up last month. The collection consists of 5 cartons. Shelving cost has been estimated at \$7,826.
- 2) The Library website is continually being updated. The library now has a spot on Facebook.
- 3) Renovation of Woodbridge Room- members of the Building & Maintenance Committee and the Library Director met with two architects last month.
- 4) Recognizing Volunteers Brunch to be held in April. No action.
- 5) Update of several Library policies. No action this month.

Respectfully submitted,
Thomas Shernow, Library Commission Secretary