1. **Call to Order** - Tom called the meeting to order at 6:02pm.

2. **Public Comment and Reports**
   a) **Public Comment** - N/A
   b) **Liaison Reports** - Friends of the Library are doing well; many of their activities were paused during the holidays.

3. **Approval of minutes of November 13, 2023 meeting**
   Dick made a motion to accept minutes, and Tina seconded. The motion was approved unanimously 7 to 0.

4. **Committee reports**
   a) **Budget and Finance**
      i. **Munis and 405 reports:**
         
         *Munis Report* - Operating Budget is on target. YTD expenditure is slightly below 50% for the year.

         *405 Report* - November and December reports were presented. Expenditures related to Hoopla, Overdrive, and Kanopy continue to increase. Eric will gather inventory of museum pass usage.

   b) **Policy & Personnel** - Committee met to discuss policy changes related to Woodbridge’s new municipal election dates.

   *Andi made a motion to approve changes to Library Commission By-Laws, and Tina seconded. The motion was approved unanimously 7 to 0.*

   c) **Public Relations Committee** - Dick expressed continued concerns regarding scams targeting the senior community. With the February 2024 launch of the Digital Navigator grant, there will be more opportunities to build programming around this topic. To increase awareness, the library will look into programming partnerships with the Senior Center and Town.

   *Andi made a motion to accept committee reports, and Tina seconded. The motion was approved unanimously 7 to 0.*
5. **Director's Report**
   There is an imminent staffing change in the adult services department; the hiring process is ongoing. The resulting gap in services, including notary services and the roll-out of the Library of Things, was noted.

6. **New Business**
   a) **Formation of Nominating Committee** - Ellie, Tina, and AJ volunteered to form the Nominating Committee for 2024.

   b) **Approval of hire of Head of Technical Services** - Candidate Adrienne Pelletier was interviewed and offered the Head of Technical Services position.

   *Dick made a motion to approve the hiring of Head of Technical Services and Tom seconded. The motion was approved unanimously 7 to 0.*

   c) **Approval of Operating Budget FY2025** - Increase in salaries in Operating Budget FY2025 were discussed. The original numbers were not changed in this draft, but some wording was modified. Topics to highlight at the meeting include increase in number and variety of programming, increase usage of digital material, and increase in patrons. The upcoming budget hearings are scheduled to begin at 6:00 pm January 30 at Town Hall – the library is slated to present second.

   *Tom made a motion to approve the Operating Budget FY2025. Andi seconded the motion. The motion was approved unanimously 7 to 0.*

7. **Old Business**
   a) **Library of Things (LoT) update** - The departure of the Head of Technical Services and part-time adult services librarian will impact the launch of LoT. However, the library is already loaning out items and anticipates moving forward with the program. Andi suggests promoting the launch of the LoT in the town’s newspaper.

8. **Executive Session** - N/A

9. **Items for February 12, 2024 meeting** -
   i. **Public Relations** - Library projects that can assist with targeted scamming issues in the community.

   ii. **Operating Budget update**

10. **Adjournment**
    *Dick made a motion to adjourn the meeting at 6:52 and Tina seconded. The motion was approved unanimously 7 to 0.*