

Woodbridge Library Commission
Regular Meeting
January 12, 2026 - 6:00 PM
Library Meeting Room

Members Present: Thomas Shernow (Chair), Andi Doucette (Vice Chair), Thanh Huntington (Secretary), Tina Brogadir, Miriam Gohara, Ellie Sheehy, Emily Sharp, Jackie Gibbons

Members Absent: Mary Hill

Also Present: Eric Werthmann (Library Director), Thomas Raich (member of the public)

1. **Call to Order** - Tom called the meeting to order at 6:08pm.
2. **Additions to the Agenda** - N/A
3. **Public Comment and Reports**
 - a) **Public Comments** - N/A
 - b) **Liaison Reports** - Friends provided a lovely holiday luncheon for the library staff.
4. **Approval of minutes of December 8, 2025 meeting**

Andi made a motion to approve the minutes of the December 8, 2025 meeting; Ellie seconded. Thanh and Jackie abstained. Motion approved, 6–0.
5. **Committee reports**
 - a) **Budget and Finance**
 - i. **Munis and 405 Reports:**
 - **Munis Report:** The telephone line is already over budget, but this is because charges from other departments were applied to it. The Finance Dept. is working to rectify this error.
 - **405 Report: Kanopy**, E-books, and Museum passes continue to be the higher expenditures. The State Grant is expected in April or May; it is currently 50% utilized and must be fully expended. A question was raised regarding whether Yudkin Funds could be allocated for the Library Gala.
 - b) **Policy & Personnel** - The First Selectman has announced a town-wide hiring freeze.
6. **Director's Report**
 - **Collection Development:** Manga comic books are currently the most popular and highly circulated titles across library systems; however, the Woodbridge Library does not currently have any Manga books in its collection. To accommodate this addition, a proposal was made to potentially phase out or remove the physical audio collection to create the necessary shelf space.
 - **Attendance Policy at library events:** It was noted that patrons may be penalized for non-attendance at registered events.
 - **Events:** The Volunteer Fair was a success with over 100 attendees.

Thanh made a motion to accept the reports; Tom seconded. Motion approved unanimously, 8–0.

7. New Business

- a) **Approval of using funds from Clark Trust for HVAC system** - The HVAC system is experiencing mechanical and software issues. While the boilers are new, the air conditioning unit is aged. A quote of \$13,000 was presented for software replacement. Tom requested an investigation into whether there are recurring annual maintenance costs for the new software.

Emily made a motion to approve the budget request for the funds; Tom seconded. Motion approved unanimously, 8-0.

- b) **Formation of Nomination Committee** - As elections occur biennially, a committee is required to present a slate for the February 9 meeting. Emily, Jackie, Miriam, Tina, and Ellie expressed they do not wish to run for the board. **Committee Members:** Tina (Chair), Ellie, and Jackie.

8. Old Business

- a) **Library's 100th Anniversary Celebration updates** - Planning is underway for the October 17 Gala. The theme is "The Roaring 20s" and will feature food, drinks, and music.
- b) **FYE 2027 Budget Updates** - Eric submitted all budget documents by the end of 2025. Presentation dates are set for January 27 or 29 with the Board of Selectmen and Board of Finance. The Commission suggested using visuals and graphs to enhance the presentation.

9. Executive Session - N/A

10. Items for February 9, 2025 meeting - 100th Anniversary gala; Nominating Committee report and vote; FYE 2027 budget update; HVAC budget update.

11. Adjournment

Emily made a motion to adjourn the meeting at 6:52 p.m.; Tom seconded. Motion approved unanimously, 8–0.