

Woodbridge Library Commission Minutes
July 13, 2020
Via Tele-Conference
6:30 PM

Members Present: Jeanette Glicksman (Chair), Jim Moriarty, Tina Brogadir, Emily Sharp, Judi Young, Andi Doucette, Ellen Spark, Tom Shernow & Renee Bevacqua-Bollier (Vice-Chairman)

Members Absent: None

Also Present: Eric Werthmann, Library Director and Sandy Stein, Board of Selectman.

1. Call to Order at 6:33

2. Additions to the Agenda – None

3. Public Comment and Liaison Report-

- a) Friends of the Library – Eric Werthmann (LD) informed us that The Friends are in the process of changing their fiscal year to June 30 which coincides with the Library’s year-end.

The Friends hope to mail their annual appeal this Fall instead of the normal Spring mailing.

The Friends received a large financial donation from Jeanette Kordiak’s estate. This is the result of a pledge made when the Library expansion occurred.

- b) Board of Selectman – Sandy Stein told us that an extension has been reached with the Woodbridge Historical Society to maintain it’s use of the Thomas Darling house.
- c) Public comment – N/A
- d) Board of Finance – N/A

4. Approval of Minutes

From May 11, 2020 Commission meeting – Emily Sharp moved to accept the minutes and seconded by Andi Doucette. The motion passed 8-0-1, Ellen Spark abstained.

5. Committees –

- a. Finance - Munis Reports- The Commission members received March through June monthly Operating (Munis) Reports. Tom Shernow questioned if the Collections budget was expended before year-end? L.D. replied that \$13,001 was not spent before year-end. Sandy Stein (BOS) suggested that the L.D. should request this amount from

FY 20 to be designated for purchasing library materials in FY21. Ellen Spark made a motion for this and Tom Shernow seconded. The motion passed unanimously 9-0.

Judi Young moved to accept all financial reports. Tom Shernow seconded. The vote passed unanimously, 9-0.

b. Policy & Personnel – Status of promotion of full-time Children’s Services Assistant and Adult Services Librarian. No action taken at July 8 BOS meeting. LD to contact Town Hall to follow-up to provide more data in order to gain approvals for the two fulltime staff members.

c. Property Maintenance – N/A.

6. Directors report – Library staff returned on June 8th. At present time the Library staff has been decreased. As additional services are made available to the public L.D. to request additional staff from Town Hall. Outdoor programming is planned for two canopy classroom spaces beginning Aug. 3.

The Children’s Department has developed a great summer reading program and virtual programs.

There has been a large increase in digital service usage. This has increased the cost for Hoopla and Kanopy services. The Friends have generously offered to cover the excess costs.

7. Directors Goals. N/A

8. New Business – Curbside pickup and possible reopening plans. L.D., working with staff, determined the simplest curbside pickup system would be to put requests in bags on tables in front of the Library for up to a week. Feedback from patrons has been very positive. Plans are in process about how to open for other services in a limited manner.

9. Old business - N/A

10. Executive Session – N /A

11. Items for September 14, 2020 Meeting – 6:30 P.M.

12. Adjournment

Moved to adjourn by Judi Young and seconded by Andi Doucette. Unanimously approved 9-0. Adjourned at 7:21 P.M.

Respectfully submitted,
Tom Shernow, Woodbridge Library Commission Secretary