Woodbridge Library Commission
October 11th, 2022 - 6:00 PM
Friends Meeting Room

Members Present: Thomas Shernow (Chair); Andi Doucette (Vice Chair); Thanh Huntington (Secretary); Dick Blackwell; Tina Brogadir, Ellie Sheehy; Emily Sharp; Cynthia Zak

Members Absent: A.J. Cappiello

Also Present: Eric Werthmann, Library Director (LD); David Vogel, Board of Selectmen; Thomas Raich

1. Call to Order at 6:02pm by Tom Shernow

2. Public Comment and Reports
   a. Public Comment – N/A
   b. Liaison Reports – Friends had a table at Woodbridge Road Race & Woodbridge Like Me event. Both book sales were successful. The Board of Selectmen have been continuing to discuss ways to enhance partnerships between itself and various commissions.

3. Approval of Minutes of September 12th, 2022 meeting
   Andi made a motion to approve the September 12th minutes. Emily seconded the motion.

   The motion to approve the minutes was unanimously approved 6 to 0. Tina Brogadir and Cynthia Zak abstained.

4. Committee Reports
   a. Budget and Finance
      i. Munis and 405 reports

         Munis – It was clarified that the Munis report has a slightly updated format.

         405 Report – Eric will update a couple of numbers that did not print quite right in the 405 Report. The Special Gifts funds are being spent. The high price of ebooks as set by publishers and was discussed. Time constrictions/usage goals concerning the State Grant were clarified.

   b. Policy & Personnel
      i. Library of Things collection

         A draft of the Library of Things borrowing policy was discussed; specifically, Ellie expressed some concerns about associated liability for the town and the group discussed contacting other libraries and finding out which Library of Things items are most popular. Policy and Personnel committee established
that the library would definitely purchase the materials in the Library of Things collection (as opposed to receiving donations). A recommended budget was 1% of the library’s collection budget (about $1,000 per year). The Committee will meet again, incorporate feedback, and then present to library staff.

c. Public Relations Committee
   i. Update on PR activities

Dick spoke with a community member who mentioned reaching out to schools and suggested using Thanksgiving as the time to do so. A Beecher Road School teacher suggested providing tote-bags and stuffing them with flyers describing library offerings as a way to strengthen library-teacher relationships. The bags will be made of biodegradable materials. Dick will collect money from Commission members and the Friends of the Library to pay for the gift.

Emily made a motion to accept the committee reports and Tina seconded. The motion was approved 7 to 0.

5. Director’s Report
There were no questions about the director’s report, and it was determined most of the topics were covered in previous discussion.

6. New Business
   a. Approval of Capital Budget FY2024
      Nothing has been added to the Capital Budget from FY2023. Looking ahead, the library projects include more carpeting, painting and wallpapering, and a possible new elevator at some point.

Dick made a motion to accept the Capital Budget FY2024. Thanh seconded. The motion was approved, 7 to 0, and Andi abstained.

   b. Library Mission and Vision statements
      Eric and staff worked on revising and revitalizing Mission and Vision statements at All Staff Day in August.

Dick made a motion to approve the changes to the Library Mission and Vision statements. Tom seconded. The motion was approved 7 to 0.

   c. Holiday hours request
      Proposal for December holiday season hours were discussed and clarified. Library will be closed on December 24th completely, and close at 2pm on the 31st.
Tom made a motion to approve the proposed Holiday hours, and Ellie seconded. The motion was approved 7 to 0.

7. Old Business — N/A

8. Executive Session — N/A

9. Items for November 14th Meeting, 6PM
   i. The Policy & Procedures committee will meet again and discuss specifics of The Library of Things policies.
   ii. The Public Relations committee will meet again to provide updates on Thanksgiving advertisement and teacher tote bags.
   iii. Eric will send out the library's policy on book challenges so that it can be discussed at the next meeting.

10. Adjournment
    Dick made a motion to adjourn. Ellie seconded.
    The meeting was adjourned at 7:15pm.