Woodbridge Library Commission
November 14, 2022 - 6:00 PM
Friends Meeting Room

Members Present: Thomas Shernow (Chair); Andi Doucette (Vice Chair); Dick Blackwell; Thanh Huntington; Cynthia Zak; AJ Capiello; Ellie Sheehy; Emily Sharp

Members Absent: Tina Brogadir

Also Present: 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–

      Board of Selectman report–received a report from the Amity and Woodbridge Historical Society and discussed the budget for their restoration projects. Received a report from the Diversity and Equity and Inclusion committee regarding their recent community survey. BOS continues efforts to include time for committee reports.

      Friends of the Library report– Friends are working with the Public Relations Committee on Thanksgiving teacher and staff support projects.

3. Approval of minutes of October 11, 2022 meeting
   Andi made a motion to approve the October 11, 2022 minutes. Dick seconded the motion.

   The motion to approve the minutes was approved 7 to 0. AJ abstained.

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

      Munis– Members were reminded that percentages used reflect the fact that some budget areas have reserves, hence why 100% of each line item is not necessarily used. The definition of the Buy Back Sick line item was clarified.

      405 Report– The limitations around various funds were clarified. It was discussed whether some of the 405 funds might be available for use in various public relations projects, and it was determined that this would be discussed at the next Public Relations Committee meeting.
b. **Policy & Personnel**
   i. Update on the Library of Things collection—researched with Town Hall issues related to liability for the Library of Things (LOT). Town Hall recommended the addition of a waiver but otherwise had no concerns about liability associated with the project. The next step will be to send the policy to library staff for questions/approval.

c. **Public Relations Committee**
   i. Update on PR activities—

   160 people in total—principal, teachers, and staff will receive the new bags with a letter of gratitude from the Friends and a letter from the children’s department updating them about youth library programs. It was additionally discussed that “the heart of the community” should be added as a permanent part of the logo. This could be further considered when Eric discusses mission statements and vision etc. with library staff.

   Ellie made a motion to accept the committee reports and Emily seconded. The motion was approved 8 to 0.

5. **Director’s report**

   The capital budget has been forwarded, and next month Eric is planning on providing a draft of the operating budget.

6. **New business**
   a. Approval of the hire of a part-time Children’s Assistant—

   Andi made a motion to accept the hire of Casey Kealey as a part-time Children’s Assistant. Emily seconded. The motion was approved unanimously 8 to 0.

   b. Policies related to challenges to library materials

   The policy’s language comes from the American Library Association, so the policies and procedures committee decided to stay with that same wording. The committee spoke with Eric about ways that he has responded to book challenges in the past (there have not been many in his time here) and discussed having a future discussion about how the commission would support him and the library in the event of future challenges.
c. Approval of Library Commission meeting dates for 2023

It was discussed that multiple commission members would not be able to attend the April meeting because of the way it falls on school’s April's break. Tom suggested penciling in the 17th for now–Eric will be made aware of the change. It was clarified that the minimum number of meetings per year for a commission may be as few as 6 meetings per the Town Ordinance. It is possible that eventually, for the purposes of conserving time resources, we may not need to meet 11 times a year etc.

Thanh made a motion to approve the Library Commission meeting dates for 2023 as proposed, minus the April change. AJ seconded. The motion was approved unanimously 8 to 0.

d. Operating Budget FY2024

The Operating Budget FY2024 is being worked on for the next meeting. More information will be available at that time.

7. Old business—N/A

8. Executive Session—N/A

9. Items for December 12, 2022 meeting–
   i. Cathy Austin of the Friends will return at a future meeting when Eric is present.
   ii. Library of Things will continue to be discussed.
   iii. Operating Budget FY2024

10. Adjournment

    Emily made a motion to adjourn. Andi seconded.
    The meeting was adjourned at 6:45pm.