I. Call to Order
The meeting was called to order at 7:04 p.m. by Chair Mary Blanchette. In attendance: Pam McCormick, Janet Wieliczka, Library Director Susan Phillips, Children’s Librarian Patricia Grundman, Recording Secretary/Bookkeeper Rhonda Villanova, staff member Cheryl Chamberlin; YA Librarian Ashley Dabondanza joined meeting briefly at about 7:40 p.m.; via ZOOM: Mary Blanchette, Mary Cone, John Halloran, FOL President Peg Busse

II. Citizens Forum
No citizens to speak.

III. Approval of Minutes
Moved (Wieliczka), Seconded (McCormick) to approve meeting minutes from February 8, 2022; all in favor, motion passed unanimously.
Moved (Cone), Seconded (Halloran) to approve Special Meeting minutes from February 14, 2022; all in favor, motion passed unanimously.

IV. Treasurer’s Report
Mary Blanchette had a question regarding the Passport fees, whether it was kept by the library or forwarded on to the government. Susan Phillips replied that it is kept by the library and covers mailing.

V. Current Year Budget Report
Mary Blanchette noted the budget was presented to the Board of Selectman by Susan Phillips. Susan answered questions from BOS members during and after the meeting.

VI. Library Director’s Report
Susan shared pictures of the new shelving purchased with the ARPA funds and acknowledged Public Works for helping with installation and moving of other items needed in the Children’s Room project.

There were questions about the artist that requested to use the Reference area to paint a portrait. Susan Phillips said the artist came that day and painted for a couple hours and would come back another day to continue. There is no inconvenience to patrons using area.

Susan Phillips reported that a leak in the HVAC system was found in the basement that day. Action Air was called for repairs, which ended up being more extensive than the initial leaking valve evaluation.
The library will have a table at the Earth Day event on the green, which takes place on Saturday, April 23rd. There will be lawn games and other activities/crafts still to be determined.

VII.

Friends of the Library
Peg Busse reported that the FOL would be meeting later this month. She hoped to have data from the Community Survey by the end of the week. There were about 775 respondents. She announced they were not having a bag sale at the end of April as is customary, but would look to October. Instead, the book fair tables would be restocked and possibly have a larger book-fair type sale.

Mary Blanchette asked if people were being good about the donations. Peg said they were okay, some people gave more and some people gave less. It evened out.

VIII.

Old Business
Furniture Update – The outdoor furniture purchased with the ARPA funds has been received and will be stored at Public Works until the weather is better. It is unassembled.

Parking Lot – Currently the design of the new parking lot stands as previously presented. BOS liaison Melinda Ferry and Sue had a conversation with First Selectman Lori Spielman about exploring a space for an outdoor work space with the new outdoor furniture.

IX.

New Business
Budget Review – The Budget presentation to the Board of Finance is on March 15th. Mary Blanchette and Susan Phillips will present. Susan said the budget will be less than what was submitted, but it wasn’t so much the money, it’s the philosophy of supporting the staff and the ability to pay qualified people and keep them.

Discussion of Job Documentation – Mary Blanchette reminded the board of the importance of updating job descriptions and assignment details. All the library positions should be fully documented in case of an emergency, especially the Library Director’s. Susan said she has been compiling/updating such information, defining procedures, accounts, book vendors, etc. Mary suggested aiming for the end of the budget year to have something for the Board to review. Susan reminded the Board that part of the Connecticut Library Association salary survey research included job description information which will be useful as all Hall Memorial Library job descriptions should be reviewed and updated.

Trustee Input on Future Activities/Projects – Mary Blanchette asked the Board if there were any thoughts on future activities or projects, and how the Board of Trustees might get more involved. A few members suggested they would like some time to think about it and come back to the topic at a future meeting. She would like to make the Board more visible to the staff and patrons and see the Board be more involved with the activities in the future.

Ellington All – Young Adult Librarian Ashley Dabbonanza was invited to join the meeting to discuss this program that she is working on for Youth Services, which is designed to bring the 5th and 6th graders from each of the elementary schools together to ease the transfer to middle school. Surveys were sent out to each school’s Principal, students and parents asking
what activities they would like to see, and what times and days worked best. There will be an 
event offered each week beginning March 17th through Memorial Day. Ashley briefly listed 
events involving yoga, Photography, Book Tasting, Creative Writing and Story Barn. The 
students register through Youth Services; sessions will be held at the Library. Community 
organizations were willing to donate time and money to help bring these events together. 
Janet Wieliczka asked how the students would be encouraged to participate. Ashley said 
flyers would be sent home with the students, notices would be posted on FaceBook, the 
school websites, QR codes will be created to give more information. The sessions will be 
open to about 30 kids each; multiple sessions may be offered depending on response.

X. Trustees Concerns/Chair Concerns
Mary Blancæette reminded the Board the next meeting will be held on Wednesday, April 13th 
due to the town meeting on that Tuesday.

XI. Correspondence
No correspondence received.

XII. Adjournment
Moved (Wieliczka), seconded (Cone); all in favor, motion passed unanimously to adjourn at 
7:55 p.m.

Submitted by
Rhonda Vilanova
Recording Secretary