

Hall Memorial Library Board of Trustees Meeting
Tuesday, June 13, 2023
7:00 p.m.
Hall Memorial Library, 93 Main Street, Ellington, CT

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TOWN CLERK

I. Call to Order

The meeting was called to order at 7:00 p.m. by Chair Mary Blanchette. In attendance: Mary Blanchette, Mary Cone, Pam McCormick, Janet Wieliczka, John Halloran, Judy Stomberg, Library Director Susan Phillips, Children's Librarian Patricia Grundman, Recording Secretary/Bookkeeper Rhonda Villanova, Citizens: Cheryl Chamberlin, and FOL Chair Peg Busse

II. Citizens Forum – no citizens spoke

III. Approval of Minutes

Moved (Halloran), Seconded (Wieliczka), to approve the meeting minutes of May 16, 2023; all in favor, passed unanimously.

IV. Treasurer's Report

Report reviewed: The BorrowIT grant is an equalization grant distributed by the State Library as part of the program that allows use of library cards in other towns

V. Current Year Budget Report

Report reviewed: Amounts in the salary accounts were explained as a consequence of timing, with a part time staff member moving to full time after the budget was set. Susan Phillips stated that all funds will be spent by the end of June.

VI. Library Director's Report

Susan Phillips and Patricia Grundman visited the elementary schools to present the Summer Reading Program. Plants continue to be shared in plant swap program. An Adult Chess program has been started, per request by patrons.

There were questions regarding the Parking Lot project. Susan reported that the project was reviewed at a recent Planning and Zoning meeting. Several neighbors were in attendance and expressed their concerns about the garden space. Alternative areas will be explored.

VII. Friends of the Library

FOL Chair Peg Busse distributed the current FOL financial report. She noted that the Summer Reading expenses from last year seemed lower than in the past. Susan and Rhonda will check. The Book Fair is ongoing and a potential Book Sale is being planned for October.

VIII. Old Business

FY2023-24 Budget: Mary Blanchette restated that the budget had passed. Reductions to the Library budget lines will remain as previously approved.

Printer Poster: Susan Phillips reported the printer poster has been ordered and paid for, but not yet received.

IX. New Business

Raises: Mary Blanchette reviewed the raises proposed for HML staff for FY2023-2024. Motion (Wieliczka), Seconded (Halloran) to approve an annual adjustment to salaries of Library employees, not including Pages and those on probation, of 3%; all in favor, motion passed unanimously.

Motion (Stomberg), Seconded (McCormick), to authorize additional salary adjustments as determined appropriate by the Library Director.

Planning Program: It was suggested by the planning consultant, and Board members agreed, that we join the planning cohort that will start in January to include the new hires expected due to retirements coming up in the latter half of the year. Mary Blanchette proposed hiring replacements about a month prior to retirement dates for the purpose of training. Most of the BOT agreed that would be beneficial.

The Safety Package Project: The requested panic buttons for the library will be addressed along with the malfunctioning town hall system. There were questions regarding defibrillators being available in the library building – there are two, there are trained staff members and the defibrillators are serviced regularly. Susan Phillips will reach out to EVAC about refresher courses for those who are interested.

Parking Lot/Outside Improvements: John Streiber was contacted for an estimate on extended wi-fi outside.

Summer Programs: The “Out of This World” Summer Reading Program is scheduled for July 10th – August 18th. Many activities have been planned. Pat Grundman and Cheryl Chamberlin are working on the final details. Lisa Giaquinto is working on Adult reading program details, and Ashley Dabbondanza has the teen programs ready.

Misc. Activities: The collection inventory project is moving along smoothly. Future activities: Farm Day is scheduled for September 26th. Patricia Grundman has ordered the chicken eggs. A Halloween Magic Show has been scheduled.

X. Trustees Concerns/Chair Concerns

The BOT meetings will be continued in September unless an emergency arises.

XI. Correspondence

No correspondence received.

XII. Adjournment

Moved (Cone), Seconded (McCormick), to adjourn at 7:45 p.m.; all in favor, motion passed unanimously.

Submitted by
Rhonda Villanova
Recording Secretary

