

Hall Memorial Library Board of Trustees Meeting
Tuesday, September 12, 2023
7:00 p.m.
Hall Memorial Library, 93 Main Street, Ellington

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2023 SEP 21 P 3:35
ELLINGTON
TOWN CLERK

- I. Call to Order
The meeting was called to order at 7:02 p.m. by Chair Mary Blanchette. In attendance: Mary Blanchette, Mary Cone, Judy Stomberg, Janet Wieliczka, John Halloran, Library Director Susan Phillips, Children's Librarian Pat Grundman, Recording Secretary/Bookkeeper Rhonda Villanova; Citizens: FOL Chair Peg Busse
- II. Citizens Forum
No one spoke
- III. Approval of Minutes
Moved (Halloran), Seconded (Wieliczka), to approve the meeting minutes of June 13, 2023; all in favor, passed unanimously.
- IV. Treasurer's Report
The report was reviewed and questions regarding the bank fees were addressed. The line item includes printed bank statements and credit card processing fees.
- V. Current Year Budget Report
The current year budget report was reviewed by the board.
- VI. Library Director's Report
Director Susan Phillips shared a program being hosted by the Library, 211 Child Care fingerprinting, in collaboration with the CT Office of Early Childhood as part of background checks for childcare providers.

Chair Mary Blanchette asked about the enrollment numbers for the Summer Reading Program. Patricia Grundman relayed there were about 130 children in the reading program itself, with many more for the other activities. Turnout for most things was good. The Reading Activity Packets were take-home so could be done anytime.

The Finance Office required that the library to go out to bid for services that Bibliomation has performed in the past, at a cost of \$35,000. The bid document was written and posted, and Bibliomation was the only bidder. The bid comes with four additional year renewals.

A group of EHS students, working on Capstone projects, have asked to use the library's outdoor space for an Art/Music/Food Festival. The space use has been approved, and Susan Phillips recommended they speak to the Health Department if they were going to be serving food.

Susan shared that new Town Administrator began in early August and suggested he be invited to a Library Board meeting.

Storage in the Library of Things room has some additional organization thanks to volunteer Dan Chamberlin. He created a space to store the tall games.

VII. Friends of the Library

Chair Peg Busse reported the FOL Annual meeting will be on September 19th. They will be staying in quiet mode, keeping the Book Cellar operating. They will be discussing an October Bag Sale at the upcoming annual meeting to be held September 19. The process for FOL funding for the summer programming was changed, with the Library providing a list of actual activities and expenses at the conclusion of the program.

VIII. Old Business

FY22-23 Budget – The board reviewed overages and other line items. The annual library reimbursement to the Town is \$4070.65.

Moved (Halloran), Seconded (Wieliczka), to approve a town reimbursement payment of \$4070.65; all in favor, motion passed unanimously.

Update on Bank Signatories –Treasurer Janet Wieliczka reported that she worked with M&T Bank to remove John Halloran from the list of signatories and add Mary Blanchette. Access to online banking will be arranged next.

IX. New Business

Personnel – New Page Maura Richardson will begin on September 13th. Two Pages, Anna Bahler and Jacob Christopher have resigned. Xavier Riddle will be staying on.

Vacation/leave schedules and retirement dates are firming up. Coverage is being handled. Gay Szumyk has announced her retirement date as December 4th.

Moved (Stomberg), Seconded (Wieliczka), to approved Susan Phillip's vacation from October 21 through November 11th; all in favor, passed unanimously.

Moved (Halloran), Seconded (Cone), to accept the resignation of Pages Anna Bahler and Jacob Christopher; all in favor, motion passed unanimously.

Moved (Cone), Seconded (Stomberg), to hire Maura Armstrong as a Page, beginning September 13th; all in favor, passed unanimously.

Policy/Procedure Review

Money Management at Service Desks: The Finance Department has asked the library to refine procedures for taking in money. We have started to settle drawers each day. The Town is looking into a tablet system, one for each desk (i.e., main, reference, children).

Poster Printer: Francie Berger, Susan Phillips, and Ethan Poetsch have been trained to use the new Poster Printer. Francie did research on pricing and materials to create the library's price listing. The announcement of this new service was included in the last newsletter and there have been a few customers.

X. Trustees Concerns/Chair Concerns

Chair Mary Blanchette had concerns about the upcoming retirements. She and Director Phillips will review Phillips' staffing plan and adjustments to job descriptions.

XI. Correspondence
No correspondence.

XII. Adjournment
Moved (Wieliczka), Seconded (Halloran), to adjourn at 7:59 p.m.; all in favor, motion passed
unanimously.

Submitted by
Rhonda Villanova
Recording Secretary



