

Hall Memorial Library Board of Trustees Meeting  
Tuesday, February 13, 2024  
7:00 p.m.  
ZOOM Only

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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, Pamela McCormick, Janet Wieliczka, Judy Stomberg, Peg Busse (also FOL Chair), Library Director Susan Phillips, Children's Librarian Trish Brudz, YA Librarian/Ass't Director Ashley Dabbondanza, Recording Secretary/Bookkeeper Rhonda Villanova; BOS Liaison Mary Cardin, Finance Officer Tiffany Pignataro.

Motion to accept (2) changes to the agenda: 1) Approve hiring of new Adult Programming and Technology Services Librarian. 2) Approve waiving of probationary period for Assistant Director/Head of Youth and Family Services. Moved (Stomberg), Seconded (Busse), all in favor, motion passed unanimously

II. Introduction of New Employees Trish Brudz and Lauren Desrocher.

III. Finance Officer Tiffany Pignataro – Review of proposal for transferring HML funds into the Town STIF (short term funds) account, an interest-bearing account. The earnings can never drop below zero and at the moment, the funds are yielding good returns. HML would have access to funds, using the same procedure as paying bills; the library codes and submits invoices or documentation for payment to the Finance Office and the Finance Office writes the check for payment. A benefit to this is HML would avoid auditors' questions as there are an appropriate number of back-ups and checks on the system. Tiffany further detailed the process including monthly reconciliation with the General Fund, reporting to the Board of Trustees every month if needed, closing out HML bank accounts and securing the last statements for record-keeping.

Director Susan Phillips reviewed how the bank accounts currently function, for gifts, fines, etc.; and as the accounts that credit card payments are deposited into. Tiffany noted that Stripe can be used with the Town Funds as well. Grants from the State Library come directly to HML via Direct Deposit. All accounts or funding sources would need to be notified with changes and confirmations received. With the new procedures, any new deposits would require coding with which special revenue fund for the Town to deposit correctly. Susan Phillips reminded the Board to consider with the transfer of funds to take into account the Petty Cash fund. Chair Mary Blanchette will meet with Director Susan Phillips to map out a plan with steps to meet the deadline prior to the end of the current fiscal year on June 30<sup>th</sup>. The Board will review the plan and discuss again at the March meeting.

IV. Citizens Forum

No comments

V. Chairman's Report

No report.

VI. Approval of Minutes

Moved (Stomberg), Seconded (Cone), to approve the December 12, 2023 meeting minutes; all in favor; motion passed unanimously.

Moved (McCormick), Seconded (Stomberg), to approve the January 23, 2024 meeting minutes; all in favor; motion passed unanimously.

Moved (Busse), Seconded (Stomberg), to approve the January 30, 2024 meeting minutes; all in favor; motion passed unanimously.

VII. Treasurer's Report

The report was reviewed noting the donation from the William McDermott Family Charitable Trust and a donation in memory of Richard Dimock.

VIII. Current Year Budget Report

The current year budget report was reviewed by the board. Chair Mary Blanchette stated the library was in good shape. Susan Phillips noted the numbers were right where they should be at this point in the fiscal year.

IX. Library Director's Report

Director Susan Phillips reviewed the highlights including that a new Adult Programming and Technology Services Librarian was just hired. The new hire has a background in outreach services, senior citizen programming, and experience in teaching technology topics. The new cash register is operational and procedures are been adjusted. The reporting function is still a work in progress. Susan noted an \$800 credit from a library supply company that needs to be used before it expires and the McDermott trust donations that are earmarked for the Children's services. These funds will be used for some of the upgrades in the Children's Department.

X. Friends of the Library

Nothing to report.

XI. Old Business

Planning Cohort Update: Susan Phillips informed the Board of activities so far. The Cohort has had one in person meeting and one ZOOM meeting. Peg Busse is now on the committee as well. The committee has planned a session for staff input, to be held at the February monthly staff meeting. This expanded meeting will require that the Library be closed until noon on that day, and the Board agreed. The committee would like to hold a session with the Board of Trustees before the next meeting on March 12<sup>th</sup>, from 5:45–7:00, before the regular meeting.

Change of meeting dates:

Moved (Cone), Seconded (Busse), to move the April 9<sup>th</sup> meeting to April 2<sup>nd</sup>; all in favor; motion passed unanimously.

Moved (Busse), Seconded (McCormick), to move the May 14<sup>th</sup> meeting to May 7<sup>th</sup>; all in favor; motion passed unanimously.

XII. New Business

Ellington Historical Society

Director Susan Phillips provided the Board with a proposal to transfer historical photographs and miscellaneous other items to the Ellington Historical Society. An inventory would be taken of everything that is currently at the library before it would be transferred. The Historical Society has retained an archivist to help with preservation and entry into an online database of the items held there, and these would be added.

Motion (Busse), Seconded (Stomberg), to transfer the collection of historical photographs and miscellaneous historical items to the Ellington Historical Society; all in favor, motion passed unanimously.

Add Juneteenth Holiday to Personnel Policy

Moved (Busse), Seconded (Cone), to add the Juneteenth Holiday to the Hall Memorial Library Personnel Policy Statement; all in favor, motion passed unanimously.

Hiring of new Page

The job description for Pages was recently updated, adding responsibilities, Page meetings, recording of schedule changes, and methods of communication.

Moved (Cone), Seconded (Busse), to approve changes to the job description for Pages; all in favor, motion passed unanimously.

Moved (Cone), Seconded (McCormick), to approve the hiring of a new Page, Mia Fiasconaro; all in favor, motion passed unanimously.

Hiring of new Adult Programming/Technology Librarian

Moved (Busse), Seconded (Wieliczka), to approve the hiring of Amanda Damon Duhamel to fill the position of Adult Programming and Technology Services Librarian effective March 12, 2024; all in favor; motion passed unanimously.

Waiving of Probationary Period for Assistant Director

Moved (Busse), Seconded (Stomberg), to waive the probationary period for Ashley Dabbondanza with her promotion to Assistant Director; all in favor, motion passed unanimously.

Children's Department updates Presentation

Children's Librarian, Trish Brudz, presented a slideshow of changes in the Children's Department and an outline of changes to come. The changes include: an interactive bulletin board, furniture/shelving relocation, grouping juvenile and young children resources to provide defined spaces, graphic novel collection expansion, parent seating area with parenting books nearby, new artwork, new wall-mounted manipulative stations, open up central floor space, moving the "New" book location.

The long range plan includes: reorganizing collections, increasing young child space, painting walls, columns, end caps; and moving more shelving.

Trish plans to market the changes through the HML newsletter, social media and hopefully word of mouth. Staff is also in the beginning stages of Summer Reading plans.

XIII. Trustees Concerns/Chair Concerns  
No concerns

XIV. Correspondence  
No correspondence.

XV. Adjournment  
Moved (Stomberg), Seconded (Busse), to adjourn at 8:27 p.m.; all in favor, motion passed  
unanimously.

Submitted by  
Rhonda Villanova  
Recording Secretary

