

Hall Memorial Library Board of Trustees Meeting  
Tuesday, March 11, 2025  
7:00 p.m.  
93 Main Street and ZOOM

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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, John Halloran, Mary Cone, Peg Busse (also FOL Chair), Library Director Susan Phillips, Recording Secretary/Bookkeeper Rhonda Villanova; BOS Liaison Mary Cardin, Citizen Cheryl Chamberlin and via ZOOM: YA Librarian and Assistant Director Ashley Dabbondanza, and Reference Librarian Amanda Duhamel
- II. Citizen's Forum  
No citizens spoke.
- III. Chairman's Report  
Chair Mary Blanchette again voiced her concerns regarding the need for preparedness should something happen to the Director.
- IV. Approval of Minutes:  
Moved (Halloran), Seconded (Cone), to approve the meeting minutes of February 11, 2025; all in favor, motion passed unanimously.
- V. Treasurer's Report  
The Treasurer's report was reviewed. The donation category was clarified, i.e. that it includes the Fowler distribution. These funds are for the care and maintenance of the building and have been used by the Board for a variety of projects in the past. Future plans include work on the wood windows in the original building that need to be refinished and chains replaced.
- VI. Current Year Budget  
The budget was reviewed. Professional Development and Training funds will be used soon.
- VII. Library Director Report  
Director Susan Phillips reviewed the report, noting the new FamilySearch library affiliation, the magic show in memory of former Board Member Dan Sclare, and the new Cookbook Club. All programs are going well. The first extended Staff Meeting was held earlier in the day with a full agenda; some training and a round robin provided input and fruitful discussion. The new people counter is installed and calibrated; software installation to follow.
- VIII. Friends of the Library  
FOL Chair Peg Busse presented final numbers from Mini Golf. The profit margin was lower than in previous years. A group of Friends met to discuss opportunities and improvements. They determined a need to take leadership for the activity, by a committee of 3 to 4 people, and if they are not able to organize that, then the library could run it as a program or let it go. It was a lot of work, they had ideas to run it more smoothly. Peg gave much thanks to Amanda Duhamel, the BOS, the town, and local businesses for helping make it a success. The Friends are also looking at museum pass usage, to determine if the costs are worth the usage they get. The BookPage subscription price has increased slightly, but the magazines are appreciated by patrons. Peg will be guesting on Lori Spielman's Public Access TV show in the near future to discuss the Friends of the Library and the Book Cellar renovations.

IX. Old Business

Status of Basement Cleaning – Taylor Olson and Kim Gallicchio from Public Works have come in to assess with Susan Phillips. Items for discard will be marked with bright colored tape to be easily visible.

Status of Office Cleaning – Mary Blanchette inquired the status of the Director's office. Susan Phillips is chipping away at it amidst incoming projects. Unnecessary files, both digital and physical, are being discarded, documentation and a calendar have begun.

Long Range Plan Update – Susan Phillips and Amanda Duhamel will be working on the web page. However, the web page goes out to bid this spring, so the work may be limited until the new one is determined. There will be meetings with other people to move forward with other parts of the plan. The Board requested an update at the next meeting.

Kenya Discussion – The Board wanted to know the level of connection with the library/Town and the American Friends of Kenya. Susan stated there is none beyond her personal interest and the support that has been voluntarily offered to her in her efforts as a member of that group.

X. New Business

Library Conference – The Connecticut Library Association Conference is scheduled for April 28 and 29. Staff members were invited to indicate interest in attending and several are interested in attending both days. Susan supports their attendance and requested an additional amount to the Professional Development line to cover the expense, as that line is only budgeted at \$1500.00. Moved (Busse), Seconded (Halloran), to approve additional \$500 towards the Library Conference for all interested parties to attend; all in favor, motion passed unanimously.

Treasurer – Janet Wieliczka has chosen to step down from the Treasurer position and has submitted her resignation. Moved (Busse), Seconded (Cone), to accept with regret and offer thanks to Janet Wieliczka for her 6 years as Treasurer; all in favor, passed unanimously.  
Moved (Busse), Seconded (Cone), to nominate John Halloran to fill the position of Treasurer; all in favor, motion passed unanimously.

Objectives Grid/Jan/Feb documentation – Peg Busse reviewed a task list she created to help organize documentation efforts, objectives and tasks. The Board will review the initial chart and add as needed.

XI. Correspondence

No correspondence.

XII. Trustee Concerns

No concerns.

XIII. Adjournment

Moved (Busse), Seconded (Cone), to adjourn at 7:58 p.m.; all in favor, motion passed unanimously.

Submitted by: Rhonda Villanova  
Recording Secretary

