

Hall Memorial Library Board of Trustees Meeting

Wednesday April 22, 2025 at 7 pm

93 Main St. and Zoom

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ELLINGTON
TOWN CLERK

1. Call to Order

The meeting was called to order at 7:02 pm by Chair Mary Blanchette. In attendance: Mary Blanchette, John Halloran, Judy Stomberg, Library Director Susan Phillips and via Zoom: Peg Busse (also FOL Chair), Mary Cone, YA Librarian and Assistant Director Ashley Dabbondanza, Reference Librarian Amanda Duhamel. Children's Librarian Trish Brudz joined at 7:30.

2. Citizens Forum: No citizens

3. Chairman's Report:

Chair Blanchette thanked John Halloran for stepping into as Treasurer, repeated BOF member Logan Johnson's thanks for programs for children and praised the high school art projects on view at the library.

4. Approval of Minutes:

Moved (Halloran), Seconded (Busse) to approve the meeting minutes of March 11, 2025; motion passed unanimously.

Moved (Stomberg), Seconded (Halloran) to approve the meeting minutes of March 26, 2025; motion passed unanimously.

5. Treasurer's report

The Treasurer's Monthly Income Report was reviewed.

6. Current Year's Budget

The budget was reviewed. A transaction in the Dues and Subscriptions line was questioned. The Director will follow up on this.

7. Library Director Report

Director Susan Phillips reviewed the report noting an increase of usage this month, reviewed upcoming programs, the annual art exhibit from the Ellington High School Art Department, and the creation of a committee to plan for America 250 celebrations.

8. Friends of the Library

FOL Chair Peg Busse reported that she appeared on First Selectman Lori Spielman's Community Voice Channel TV show and plans are being discussed about possible Miniature Golf event for next year.

9. Old Business

Basement Cleaning: Progress has been made and continues.

Strategic Plan: Director Phillips handed out a summary of what has been accomplished and what is underway.

Safety concerns: Talks are underway as to possible solutions.

Documentation: Progressing and on staff drive.

Objective Grid: Postponed till next month.

Kitchen remodel: The kitchen counter is finally installed and items are being moved into place. Ideas will be considered for refreshing the staff lounge.

10. New Business:

Summer Programs: Children's Services Librarian Trish Brudz presented plans for the summer program titled Color Our World, which has a creative and global/international focus with activities for all ages. Motion was made to accept the plans and to allow submission of a funding request to the FOL totaling \$7500 for the summer programs. Moved (Halloran), Seconded (Stomberg). Motion accepted unanimously.

Federal Funding Cuts: The impact of these cuts to the State Library are not known at this time.

Book Challenges and Book Challenge Forms were reviewed: Training of staff needed for a uniform response to challenges. Director Phillips will plan for a session at the staff meeting.

Policy Reviews: Some updates to the Collection Management Policy were presented by the Director. Motion made to accept the changes recommended by the Director. Moved (Stomberg), Seconded (Busse), Unanimous acceptance.

A of a new policy addressing the use of the Library as a donations collection point for community was presented. Suggestions were made and will be reviewed again at the next meeting.

Executive session discussed but not scheduled.

11. Concerns of Board Members

Staff assists with tax forms, unemployment, resumes, etc. There needs to be a statement absolving the library from any issues resulting from this help so that patrons cannot come back at us for possible issues, such as SS numbers stolen. Some wording already appears in the Computer Use policy. The Director will review and bring updates to the next meeting. The suggestion to have preprinted card that states this.

12. Motion to adjourn at 8:21 Moved (Stomberg), seconded (Halloran). Unanimous vote.
Motion approved.

Mary Blanchette



Chair, Library Board of Directors