

Hall Memorial Library Board of Trustees Meeting
Tuesday, May 20, 2025
7:00 p.m.
93 Main Street and ZOOM

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ELLINGTON
TOWN CLERK

I. Call to Order

The meeting was called to order at 7:06 p.m. by Chair Mary Blanchette. In attendance: Mary Blanchette, John Halloran, Peg Busse, Library Director Susan Phillips, and Recording Secretary/Bookkeeper Rhonda Villanova; via ZOOM: Mary Cone, YA Librarian and Assistant Director Ashley Dabbondanza, and Reference Librarian Amanda Duhamel

II. Citizen's Forum

No citizens to speak.

III. Chairman's Report

Mary Blanchette reported she had attended the library staff meeting and came away excited about plans for Summer Programming. The staff seemed excited and had all kinds of ideas for activities and prizes for participation.

IV. Approval of Minutes April 22, 2025

Motion (Halloran), Seconded (Busse), to approve the meeting minutes from April 22, 2025; all in favor, motion passed unanimously.

V. Treasurer's Report

The report was reviewed. Note was made of a donation from an unknown person.

VI. Current Year Budget Report

The report was reviewed. Some erroneous entries and corrections were noted. New computers have been ordered and are awaiting an installation date. As requested by the FO, expenditures from the Moriarty Fund have begun.

VII. Library Director Report

Susan Phillips reviewed the report, highlighting certain items. The board commented on the Harmonica class. The class was for 6 people/6 weeks. The class was full with a waiting list, so it will probably be repeated.

Susan shared that the Registrars of Voters are looking for a space to store the new voting tabulation machines. She believes that some space in the Library basement might work; she will follow up.

Repair and cleaning of the stone/brick signs was reviewed. There may be more work to do. The cost has been \$2000 so far. The bricks used for replacement are from the supply housed in the basement, left from the time of the addition.

VIII. Friends of the Library Report

Peg Busse reported to the BOT that no one has stepped up to be Chairman or Treasurer to replace the current chair holders. Both current officers are willing to serve one more term and hopefully buddy up with people who are interested in taking over the positions. However, if no one steps up at that point the Friends of the Library will be dissolved. Any remaining funds will, according to the by-laws, be given to another 501c3 organization.

IX. Old Business

Update on Basement: Items that were boxed up have been taken away. Susan Phillips will identify more items to be removed and/or boxed up for removal.

Lounge renovation: The next stage of the renovation has not been addressed as of yet.

Book Challenge: Susan Phillips reported the policy and the additions made were reviewed at the last staff meeting, and that an update was suggested. Specifically, that the person filing the challenge needs to be an Ellington resident. The board agreed to adding such language to the policy.

Policy Protection: The board had previously discussed "assisting" patrons with certain online applications versus "walking them through" how to use the applications. Susan Phillips presented a revised Computer, Internet and Wifi Use Policy that included a new section dealing this.

Motion (Busse), Seconded (Halloran) to accept the HML Computer, Internet, and Wifi Use Policy as amended; all in favor, motion passed unanimously.

Labor Laws/lunch breaks: Discussion postponed until the fall due to the upcoming changes in scheduling.

X. New Business

Janet Wieliczka retiring: The Board would like to show appreciation for Janet's service. Mary Blanchette suggested scheduling a time for Janet to come in for cake with her family, the board and staff.

Judy Stomberg: Judy will be acknowledged at the next BOS meeting for her 10 years of service on the Board.

Status of evaluations: Susan Phillips shared that annual staff reviews are under way.

Position Description: Ethan Poetsch has resigned as Library Assistant I to accept a position at another library. After reflecting on the changes Ethan brought to the position, and citing the benefits of such, the Director has proposed creating a new position. Susan Phillips, Amanda Duhamel, Ashley Dabbondanza, and Trish Brudz worked on the draft job description. Tweaks may still be made. Motion (Busse), Seconded (Halloran), to accept Ethan Poetsch's resignation; all in favor, motion passed unanimously.

Motion (Halloran), Seconded (Busse), to accept the creation of the new position of and accompanying job description for Children's Library Assistant II and for the Director to hire someone to fill the position; all in favor, motion passed unanimously.

Two retirements/redo job descriptions: Lisa Kuraska and Cheryl Chamberlin have submitted their plans for retirements with last work days at the end of July. Both of these positions are full time with benefits. Susan will work on the job descriptions and determine whether they need to be changed, or wants them to be changed.

Motion (Halloran), Seconded (Busse), to accept with appreciation and regret the retirements of Lisa Kuraska and Cheryl Chamberlin; all in favor, motion passed unanimously.

Summer Scheduling: While summer library hours are shorter with ½ day Saturdays and closed on Sundays, staffing will be tight until the open positions are filled. The remaining staff will pitch in.

Schedule Executive Session: The BOT scheduled a date to meet for creating the Director's evaluation. They will meet on June 3rd at 6:30 or 7:00. Matt Reed has evaluation forms for department heads that the BOT will use as a guide.

Nick DeCorleto Endowment: Mary Blanchette reminded the board of the donation made by former Finance Officer Nick DiCorleto and asked for thoughts how best to use the funds, i.e. a particular area to renovate, a big purchase needed, or an area to name after him. The board also discussed the idea of a recurring prize during Summer Reading in his name.

XI. Adjournment

Moved (Busse), Seconded (Halloran), to adjourn at 8:01 p.m.; all in favor, motion passed unanimously.

Submitted by: Rhonda Villanova
Recording Secretary

