

Hall Memorial Library Board of Trustees Meeting

Tuesday June 17, 2025

7:00 pm

Hall Memorial Library

93 Main Street, Ellington and Zoom

RECEIVED  
25 JUN 23 PM 12:27  
ELLINGTON  
TOWN CLERK

1. Call to Order

The meeting was called to order at 7:01 pm by Chair Mary Blanchette. In attendance: Mary Blanchette, John Halloran, Deanna Gulick, Peg Busse, Judy Stomberg, Library Director Susan Phillips, Assistant director and YA Librarian Ashley Dabbondanza. On Zoom: Mary Cone, BOS Liaison Mary Cardin, Staff member Amanda Duhamel.

2. Citizen's forum. No one spoke.

3. Chairman's Report: Mary welcomed new Board member Deanna Gulick. Tentative plan to have a reception for Janet Wieliczka on July 1 at 2:30, to mark her retirement from the Board. Requested help from IT with improving audio for zoom meetings.

4. Approval of Minutes Amy 20, 2025.

Motion (Busse), Seconded (Halloran), all in favor. Motion passed unanimously.

Moved to add item to the agenda: Approval of Minutes of June 3 meeting. Motion (Busse), Second (Halloran).

Motion passed unanimously.

Approval of Minutes June 3, 2025. Motion (Busse) Seconded (Halloran). All in favor.

Motion passed unanimously.

5. Treasurer's Report

The report was reviewed.

6. Current Year Report

Peg Busse asked where are funds from FOL reflected. Susan will run a report that will show that. Discrepancies noted in Professional Development line; will be corrected.

7. Library Director's Report

Basement Cleanup progressing, summer programs set to go, schools visited, seed and garden plant swaps continue, EHS Art Dept concluded their amazing art exhibit, funds from two endowments expended as requested by the FO, and circulation is up this past month. Many programs scheduled for the summer for all ages.

8. Friends of the Library Report

Nothing new to report. Still no response for leadership. Renovation plans for the Book Cellar still on hold until PW gives a time line.

9. New business

Email addresses: It is decided that all correspondence will be sent to each individual Town email for FOI reasons. John Halloran asked his mail sent to his home email as well.

The Board authorizes a salary adjustment of 3% for all staff members, excepting Library pages and those on probation as recommended by the Library Director. Moved (Stomberg), seconded (Busse) All in favor. Motion passed unanimously.

New job descriptions for the hiring of three employees to replace those retiring. Motion to approve the new Library Assistant II-Interlibrary Loan position and the accompanying job description (Halloran) Seconded (Stomberg) all in favor with one abstention (Busse). Motion passed.

Motion to approve the updated Library Technical Assistant job description (803) (Halloran) Seconded (Busse). Two abstentions (Busse) (Blanchette). Motion approved.

Motion to authorize the Library Director to post and fill the position of Library Assistant II-Interlibrary Loan and the position of Library Technical Assistant. (Busse) Seconded (Halloran), all in favor. Passed unanimously.

Move to authorize the hiring of Ryan Young as Children's Library Assistant II (Halloran) Seconded (Stomberg).

Move to adjourn to Executive Session (Busse) seconded (Stomberg) at 8:40 pm.

Move to leave Executive session and adjourn the meeting at 9:20 pm (Halloran) Seconded (Busse). All in favor. Unanimous.

Submitted by



Mary Blanchette

Chair, Library Board of Trustees