

Hall Memorial Library Board of Trustees Meeting

Tuesday, October 14, 2025

7:00 p.m.

93 Main Street, Ellington, CT and ZOOM

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ELLINGTON
TOWN CLERK

- I. Call to Order
The meeting was called to order at 7:04 p.m. by Chair Mary Blanchette. In attendance: Mary Blanchette, John Halloran, Peg Busse, Judy Stomberg, Deanna Wambolt-Gulick, Library Director Susan Phillips, Recording Secretary/Bookkeeper Rhonda Villanova; citizen: Christina Keune; via ZOOM: Mary Cone and YA Librarian/Assistant Director Ashley Dabbondanza
- II. Citizen's Forum
No one spoke.
- III. Chairman's Report
Peg Busse spoke for Chairman Mary Blanchette – most items are on the agenda and budget season is beginning soon.
- IV. Approval of Minutes: September 9, 2025
Motion (Halloran), Seconded (Wambolt-Gulick), to approve the meeting minutes from September 9, 2025; all in favor, motion passed unanimously.
- V. Treasurer's Report
The report was reviewed. A comment was made about refunds and that they were part of a training exercise for new employees.
- VI. Current Year Budget Report
The report was reviewed. The contracted services line was questioned. The timing of those services determines when they are expensed. Bibliomation expenses will be coming soon. Computer replacements bridged last fiscal year to the current fiscal year.
- VII. Library Director Report
Susan Phillips reviewed the report highlighting the patio construction currently underway, the phone line updates (including some historical information for emergency lines within the library), the McDermott Family Charitable Trust gift, and a need for new Chess Ninja leaders/teachers.
- VIII. Friends of the Library Report
Peg Busse reported the Friends elected new officers. Brenda Samson is the new President. Peg Busse is Vice-President. The goal of the Friends is to grow membership. They will be creating their own website which can be updated/changed more easily. Eventually the website will be linked to the library and allow payment online.

The Really Big Book Sale starts next week and runs from October 23rd to 24th. Set up is on Thursday. After the sale the Book Cellar will close until January, for renovations.
- IX. New Business
 - a. Training for budget process back-ups: The board requested that Ashley Dabbondanza and Trish Brudz are included in the budget process as backup.

- b. Condition of upstairs rooms, carpet and chairs: The Community Room carpet has stains that need to be addressed. The chairs are showing quite a bit of wear and tear. The board would like to focus on the physical appearance of the library now that major items are being completed. The DRW Director and Buildings foreman are setting goals of this quarter to address the issues of this room as well as the carpeting throughout the building.

Motion to add to the agenda the hiring of Caroline Cuthbert as new Page; Moved (Halloran), Seconded (Stomberg); all in favor, motion passed unanimously.

Motion to accept the hiring of Caroline Cuthbert as new Page; Moved (Stomberg), Seconded (Halloran); all in favor, motion passed unanimously.

X. Old Business

- a. Update on basement moisture project: The project to address the moisture issue will commence after October's Big Book Sale, in November and will continue to about the end of January/ beginning of February. The project will require a trench being dug which will run under raised flooring to allow bookcases to be placed where needed.
- b. Update on other building projects: The Air Handlers project will also start up again in November. Two of the handlers are in the ceiling of public areas, which may require those areas to be closed for a period of time. The outside space is progressing. The refinishing of old windows will be part of the FY26-27 Capital Improvements request.
- c. Updated policy approvals: The state required updates to ensure inclusion of certain language in library policies.

Regarding the Review and Reconsideration Policy, the changes pointed out that only Ellington residents' requests would be considered. Once an item was considered and an action taken, it could not be reconsidered for at least 3 years. Also, the record of a request is not confidential.

Regarding the Programming Policy, the programming should be relevant to the library's mission. Only Ellington residents have a right to voice their concerns. Also, if protestors show up to protest a program they find offensive, the policy is to call the police.

Regarding the Display Policy, Hall Memorial Library allows outside invited displays as they follow certain criteria guidelines which explain that people of all ages will be coming through and view the displays.

These policies need to be reviewed every 5 years. Any changes made from here on need to be approved by the State Library.

Motion to accept the Programming Policy as revised; Moved (Blanchette), Seconded (Stomberg); all in favor, motion passed unanimously.

Motion to accept the Collection Development and Maintenance Policy as revised; Moved (Blanchette), Seconded (Stomberg); all in favor, motion passed unanimously

Motion to accept the Displays Policy as revised; Moved (Wambolt-Gulick), Seconded (Halloran); all in favor, motion passed unanimously.

Motion to add to the agenda review and acceptance of the Review and Reconsideration Policy; Moved (Halloran), Seconded (Blanchette); all in favor, motion passed unanimously.

Motion to accept the Review and Reconsideration Policy as revised; Moved (Stomberg),
Seconded (Wambolt-Gulick); all in favor, motion passed unanimously.

XI. Adjournment

Moved (Stomberg), Seconded (Blanchette), to adjourn at 7:49 p.m.; all in favor, motion passed
unanimously.

Submitted by: Rhonda Villanova
Recording Secretary

