

Hall Memorial Library Board of Trustees Meeting
Tuesday, January 13, 2026
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 7:05 p.m. by Chair Peg Busse. In attendance: Peg Busse, John Halloran, Christina Keune, Deanna Wambolt-Gulick, Library Director Susan Phillips, Recording Secretary/Bookkeeper Rhonda Villanova; via ZOOM: Mary Blanchette, Anna Michalak, YA Librarian and Assistant Director Ashley Dabbondanza; Reference Librarian Amanda Duhamel, and BOF Liaison Gomathi Ramachandran
- II. Citizen's Forum
Christina Keune stated she really enjoyed the HML Christmas TikTok video with staff member Ryan Young.
- III. Chairman's Report
Peg Busse had two items, 1) it's time for the 2026 budget, the BOF guidance was not adequate; 2) Mary Cone resigned from the board due to family obligations – the BOS, appointed with the ERTC's recommendation, Deanna Wambolt-Gulick to replace her. The Board of Trustees thanks Mary Cone for her years of commitment to the library.
- IV. Special Presentation, Tiffany Pignataro – Budget Sheets
Tiffany Pignataro, the town Finance Officer, reviewed the General Ledger report that reflects budget expenditures, pointing out pertinent facts represented on the ledger. Tiffany then reviewed the Trial Balance report used to view fund balances, noting the date range of data shown, column headings and where to look for specific information. Topics discussed included: purchase orders vs invoicing, special funds, encumbrances and changes at the end/beginning of the fiscal year according to which accounts being reviewed.
Susan Phillips pointed out which funding sources were used most recently for specific targeted projects.
- V. Approval of Minutes: December 16, 2025
Motion (Halloran), Seconded (Keune), to approve, with previously mentioned corrections, the meeting minutes from December 16, 2025; all in favor, motion passed unanimously.
- VI. Income Report
The report was reviewed with no questions.
- VII. Current Year Budget Report
The report was reviewed with Tiffany Pignataro in the course of her presentation.
- VIII. Library Director Report
Susan Phillips noted the highlights in the report: America 250 programming has begun, as well as displays highlighting different topics which will continue through the year for the event, Mini-Golf is coming at the end of the month (1/31st), the HVAC control work is ongoing – there was a period of no heat in the reference area – but two more weeks and it should be done, along with a few other repairs.

- IX. Friends of the Library Report
Peg Busse reported that Mini-Golf permits were in place for the raffle. Public Works has done a great with the painting for the Book Cellar renovation and helped the Friends quite a bit with everything that was needed. The Friends have some finishing touches to make, along with the Children's Corner in honor and memory of Dan Sklar.
- X. New Business
- a. Preliminary 2026 Budget
Director Susan Phillips reviewed the budget proposal, reviewing items that had increased, including contracted services, and line items that had been reduced and why. Challenges included: the price of books over the last three years has increased at least 10%; increased usage and cost of digital content; a change in book vendors causing the need for inhouse processing and the materials to do so. With all adjustments made across all categories, the budget request came in at a 1.7% increase from last year. The Board appreciated the work Sue and her team put into creating this budget. The Board will need to meet with Tiffany Pignataro and submit the budget request before the next scheduled meeting, meaning a special meeting will need to be held to finalize any changes before the budget can be submitted by February.
- b. BOA Account
Hall Memorial Library had a checking account with the Finance Department to provide a pass-thru until all the changes made over the past year were ironed out. It has been determined the pass-thru account with Bank of America is no longer needed. The account will be closed.
- XI. Old Business
- a. Update on progress and financial reporting for Basement Project (Book Cellar)
Peg Busse determined that when the basement renovation is complete, there will be a final accounting of the cost incurred.
- b. Comp Time Report
Only Full Time employees earn Comp Time (with over 35 hours worked, by arrangement and with permission). The time is entered as Comp Time in the timecard system. Susan shared a report created with current Comp Time hours earned and the employees involved.
- XII. Trustee Concerns
Peg Busse noted the lighting is bad at the driveway entrances at night. Public Works will be notified of the concern.
- XIII. Adjournment
Moved (Keune), Seconded (Halloran), to adjourn at 8:53 p.m.; all in favor; motion passed unanimously.

Submitted by: Rhonda Villanova
Recording Secretary

