

Hall Memorial Library Board of Trustees Meeting
Tuesday, February 10, 2026
7:00 p.m.
93 Main Street and ZOOM

RECEIVED

26 MAR -3 PM 12:03

ELLERMAN
TOWN CLERK

- I. Call to Order
The meeting was called to order at 7:03 p.m. by Chair Peg Busse. In attendance: Peg Busse, Mary Blanchette, John Halloran, Christina Keune, Deanna Wambolt-Gulick, Library Director Susan Phillips, Recording Secretary/Bookkeeper Rhonda Villanova; via ZOOM: YA Librarian and Assistant Director Ashley Dabbondanza, and BOF Liaison Gomathi Ramachandran
- II. Citizen's Forum
No citizens present
- III. Chairman's Report
Peg Busse had two items, 1) board members each have a file/in-box in the staff room – please check them; and 2) the town requires a “wet signature” and “acid-free” paper for meeting minutes.
- IV. Approval of Minutes: January 13, 2026 and January 27, 2026
Motion (Halloran), Seconded (Blanchette), to approve, with correction of spelling of Dan Sclare's name, the meeting minutes from January 13, 2026; all in favor, motion passed unanimously.

Motion (Blanchette), Seconded (Halloran), to approve the meeting minutes from January 27, 2026; all in favor, motion passed unanimously.
- V. Income Report
Susan Phillips noted the new line item which represents the online fine payments that are not captured in the reports from the cash register system. Those payments go directly to the library's new cash account. Peg Busse mentioned the changes for passport processing recently in the news. Susan explained the changes and said the public has been notified through our communication processes. Hall Memorial Library is a “municipal agency” which is what is required to process passports. Susan will also include this notice in the next library newsletter to make sure it is clear Hall Memorial Library still processes passport applications.
- VI. Current Year Budget Report
The report was reviewed with comments regarding Office Supply funds and the possibility to move some funding around towards the end of the fiscal year. Mary Blanchette commented on the Capitol Improvement Budget in regards to repairs and window replacement. These items, which also include work on the back doors, are on Public Works radar. Susan Phillips attended the Capitol Improvement Meeting. Sue remarked there is funding for camera replacements in this budget.
- VII. Library Director Report
Susan Phillips reviewed the highlights: Mini-Golf went “very smoothly”, “volunteers were great”, the chart/plan to organize the event worked well. Christina Keune lauded the “quiet room” in the Children's Room upstairs - she was glad it was available. Regular Patrons had space to read in the Reference area. The Whale Mobile program with “Nile” went well; there were about 80 of the approximate 100 children scheduled with the weather being a factor for turnout. Income Tax materials are flying out the door. The HVAC project is complete. The fluctuations in temperature

should be evened out with the balancing they did this week. Long time library supporter, Jean Weber, passed away and the Library is the recipient of memorial donations.

The Library will participate in the town Earth Day event again this year. Volunteer helpers are being sought. America 250 activities and events are picking up. Lauren Desrocher is now on the committee in addition to Susan and Rhonda Villanova, who is on the committee with the Patriotic Committee.

At Peg's request, Susan shared information about the committee she serves on. Peg Busse asked if board members are expected to serve on Bibliomation committees and Susan replied no. Bibliomation governance falls to library staff, primarily Directors of member libraries.

VIII. Friends of the Library Report

Peg Busse reported on the success of Mini-Golf. The final numbers were not available yet, but the number of people, according to Susan Phillips, was about 418 golfers out of 800 people in the library that day. There were some good suggestions made for improvements. The parking situation was not clear. People did not know about available parking at St. Luke's. Some people were interested in real food, not just packaged snacks. Christina Keune suggested more "kid" raffle prizes and offered to assist with those for next year. Peg also gave an update on the Book Cellar. They are actively working on getting it open and will need volunteers for the end of the month.

Peg reported that founding member and long-time president and member of the Friends of the Hall Memorial Gary Duckett passed away. He was very active with the Friends, the Book Cellar, and also the Chess Ninjas program.

IX. New Business
None.

X. Old Business

a. Update on library involvement with America 250 celebration project

Susan Phillips summarized the library's plans to do both Adult and children programs, at least a program a month. The library will have activities on the green for the October 3rd event – colonial era games. Lauren Desrocher is in charge, with Rhonda Villanova assisting, of the evolving America 250 display which will focus on different aspects or historical details each month.

b. Update on documentation for library director tasks

Susan Phillips has been documenting her tasks. Peg Busse asked whether some of the tasks could be handed to someone else. Susan stated that many things have been delegated to others.

XI. Trustee Concerns
None.

XII. Adjournment

Moved (Halloran), Seconded (Blanchette), to adjourn to Executive Session at 7:38 p.m.; all in favor; motion passed unanimously.

Submitted by: Rhonda Villanova
Recording Secretary

