

Hall Memorial Library
Board of Trustees Meeting
April 21, 2026
Minutes

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TOWN CLERK

1. Call To Order
 - a. Chair Peg Busse called the meeting to order at 7:03pm. In attendance: Peg Busse, Chair; Mary Blanchette, Vice-Chair; Christine Keune; Deanna Wambolt-Gulick; Susan Phillips, Library Director; Ashley Dabbondanza, Assistant Director/Teen Librarian. Absent: John Halloran with notice; Anna Michalak. Trish Brudz, Children's Services Librarian joined at 7:30 for a presentation
2. Citizen's Forum
 - a. No citizens attended.
3. Chairman's Report
4. Approval of Minutes of March 17, 2026
 - a. Motion made (Blanchette/Keune) and minutes approved with spelling correction as noted. Passed unanimously.
5. Income Report
 - a. Report reviewed and discussed.
6. Current Year Budget Report
 - a. Report reviewed and discussed. Spending on track.
7. Library Director's Report
 - a. Director Phillips shared information about activities, including "Food for Fines" for April, the Passport to Connecticut Libraries program, and the Library's booths at the YMCA Healthy Kids and the Town's Earth Day events. The outdoor seating area has been completed, with installation of a low fence and placement of the furniture. Many thanks to DPW for their efforts. A "No Kings" rally was held on March 28 on the front grounds of the Library. There were no incidents. Parking raised operational concerns but all worked out.

Discussion was held about use of library meeting spaces by groups that may potentially benefit financially. Further discussion will be had.
8. Friends of the Library Report
 - a. Peg Busse reported that the current President of the Friends has resigned and a new one is being sought. Busse will step in temporarily, stating that if no new officers step up there is potential for the group to be disbanded. Also due to lack of leadership, at this time there are no plans for a Minigolf event in 2027.

9. New Business

- a. Summer Reading 2026—Childrens Librarian Trish Brudz joined the meeting to present the plans for the "Uncover Your Story" summer reading program. The program will be for all ages and have many activities for all. A budget proposal of \$7500 to request from the Friends was presented and approved.
- b. Approve end of probationary periods—Motion (Blanchette/Keune) Move that Victoria Sierra, Library Assistant II, having successfully completed the Probationary Period, be moved from Probationary to Regular Status with an increase in pay as recommended by the Library Director. Passed unanimously. Motion (Blanchette/Wambolt-Gulick) Move that Jordan DeFreitas, Library Assistant I, having successfully completed the Probationary Period, be moved from Probationary to Regular Status, as recommended by the Library Director.
- c. Dates for Director's annual evaluation—The date of Tuesday, May 5 at 7pm was chosen for a Special Meeting, in Executive Session, to prepare the annual review of the Library Director. The review will be done as part of the May 19 meeting.
- d. Employee evaluations—Employee reviews take place during May.

10. Old Business

- a. 2026-27 Budget Update—It was noted that the Board of Finance made some reductions to the FY26-27 budget proposal and then sent it on to the Town Meeting. No reductions to the Library budget request have been made at this time.

11. Trustee Concerns

- a. Peg Busse asked Board members Christine Keune and Deanna Wambolt-Gulick to review the Library Personnel Policy Statement in comparison to the Town Personal Policy and identify discrepancies or changes needed.
- b. Peg Busse plans to contact members of the Library leadership team for input into the creation of the documents needed for succession planning.
- c. Peg Busse commented on the staff members attending the CLA Conference. Susan Phillips expressed confidence in the remaining staff and the plan in place for supervision and coverage, with considerations to be reviewed for next year.

12. Adjournment—Motion (Blanchette/Keune) to adjoin at 8:14pm

Respectfully submitted,

Mary Blanchette

Mary Blanchette, Vice Chair