

Hall Memorial Library Board of Trustees Meeting
Tuesday, May 19, 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 7:08 p.m. by Chair Peg Busse. In attendance: Peg Busse, Mary Blanchette, John Halloran, Anna Michalak, Christina Keune, Deanna Wambolt-Gulick, Library Director Susan Phillips, Recording Secretary/Bookkeeper Rhonda Villanova; via ZOOM: YA Librarian and Assistant Director Ashley Dabbondanza

Motion (Blanchette), Seconded (Keune) to add "Approve End of Probationary Period" to the agenda; all in favor, motion passed unanimously
Motion (Keune), Seconded (Wambolt-Gulick) to add approval of Director's vacation to the agenda; all in favor, motion passed unanimously.
- II. Citizen's Forum
No citizens present
- III. Chairman's Report
Peg Busse read a letter to the library in appreciation of Amanda Duhamel's work regarding scheduling the Tai Chi classes being offered at the library.
- IV. Motion (Blanchette), Seconded (Halloran), to approve April 21, 2026 meeting minutes; with clarification regarding FOL Chairman stepping down in September (not resigning) all in favor, motion passed unanimously.
Motion (Halloran), Seconded (Keune), to approve April's Special meeting minutes, all in favor, motion passed unanimously.
- V. Income Report
The Board reviewed the Income Report. Peg Busse noted there was nothing out of the ordinary.
- VI. Current Year Budget Report
The Board reviewed the Budget Report. Susan Phillips noted that the CEN bills had come in but were not fully processed and showing on the report yet.
- VII. Library Director Report
Susan Phillips reviewed the highlights of her report: the Summer Reading Program - which is "Unearth a Story" (correction from report), the National Art Honor Society held their induction ceremony at the library on May 11th, Assistant Director, Ashley Dabbondanza, will be updating the library incident reporting system with an online reporting tool, the BorrowIt program funding was reinstated to the State Library budget, Crystal Lake first graders came to get their library cards and Library Assistant I, Jordan DeFreitas, has completed his MLIS degree.
- VIII. Friends of the Library Report
Peg Busse reported the FOL next meeting will be on September 17th at 6:30p.m. They are looking for a new Chairperson and volunteers. If they don't get help soon, they will cease to exist. They are putting out notices in the town newsletter, the library newsletter and on their Facebook page. The FOL sponsors the Summer Reading program, Mini-Golf, museum passes, and many other things.

IX. NewBusiness

- a) CLA Conference – Peg Busse spoke with the staff that attended the conference. She wants to take comments of what was learned, piece it together and share it with the Board. Peg is working with Susan Phillips and the attendees to have a special presentation about what can be done at Hall Memorial Library, having topical meetings during the summer months. Sue had asked the attendees to highlight one to three ideas that could be focused in on and implemented quickly. One example of that is the new shelving for the Book Club books, which acts as a reader's advisory tool, advertising the book clubs and the books themselves.
- b) Director knowledge transfer – Peg asked Assistant Director, Ashley Dabbondanza, Reference Librarian, Amanda Duhamel and Children's Librarian, Trish Brudz, to provide lists of things they need to know from the Director. Peg will put it all together and share with the Board.
- c) Possible special meeting during July/August
- d) End of probationary period – Motion (Blanchette), Seconded (Halloran), that Ryan Young, Childrens Library Assistant II, having successfully completed the Probationary Period, be moved from Probationary to Regular Status as recommended by the Library Director; all in favor, motion passed unanimously.
- e) Approve Director's vacation request – Peg Busse expressed concern about vacation overlaps. Susan Phillips reported that vacations of all leadership staff for July and August have been discussed and team coverage arranged. Motion (Blanchette), Seconded (Halloran), to accept Susan Phillip's request for vacation time in June, July, and August; all in favor, motion passed unanimously.

X. Old Business

- a) 2026 – 2027 Budget Update – Peg Busse stated that should the budget fail, the Board will need to have a meeting to decide where to make the cuts with the dollar amount recommended. Some options to consider would include closing on Sundays year round, adjusting Saturday hours and decreasing the materials budget.

XI. Trustee Concerns
None.

XII. Adjournment to Executive Session

Moved (Blanchette), Seconded (Keune), to adjourn to Executive Session at 8:03 p.m.; all in favor; motion passed unanimously.

Submitted by: Rhonda Villanova
Recording Secretary

