

Hall Memorial Library Board of Trustees Meeting
Tuesday, October 13, 2026
7:00 p.m.
93 Main Street 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 Peg Busse. In attendance: Peg Busse, John Halloran, Anna Michalak, Deanna Wambolt-Gulick, Christina Keune, Library Director Susan Phillips, and Recording Secretary/Bookkeeper Rhonda Villanova; via ZOOM: Mary Blanchette, YA Librarian/ Assistant Director Ashley Dabbondanza

II. Citizen's Forum

No citizens attended

III. Chairman's Report

Chair Peg Busse announced that the FY26-27 Budget process has begun, with Departments being asked to bring their "best and true" budget requests. Capital requests are due in December.

IV. Approval of Minutes: September 8, 2026

Motion (Keune), Seconded (Halloran), to approve the meeting minutes from September 8, 2026; all in favor, motion passed unanimously.

Approval of Minutes: Executive Session, September 15, 2026

Motion (Blanchette), Seconded (Wambolt-Gulick), to approve the meeting minutes from the Executive Session on September 15, 2026; all in favor, motion passed unanimously.

V. Income Report

The Board reviewed the report. Susan Phillips and Ashley Dabbondanza reviewed the report prior to the meeting. Adjustments on the cash register have been made to create better labeling when running reports from Clover.

VI. Current Year Budget Report

The Board reviewed the report and discussed current balances. Peg Busse had questions regarding the salary lines, managing disability coverage and how/if it affected salary categories, and whether overtime needed to be budgeted. Susan Phillips explained about the vacation/sick time budget line and will look into the salary balances.

VII. Library Director's Report

Director Sue Phillips reviewed the highlights of the report: America 250 Celebration was "amazing". The library booth featured a quiz about CT figures in the Revolution and old-style games that parents and grandparents enjoyed demonstrating for their children. Also distributed commemorative wooden nickels. Amanda Duhamel will be co-chair of the CLC Pop Culture Round Table.

Estimates are being sought for refinishing and/or restoration of the windows in the old building. Varying degrees of restoration and the costs are being considered. DPW will submit the work as a Capital Improvement request.

The staff door repair/replacement is already on the schedule.

VIII. Friends of the Library Report

The Friends of the Library meeting took place and officers chosen—Peg Busse President, Ellen Bonanno Vice President, Sue Eldredge Secretary, Sara Roman Treasurer. Peg would like someone to shadow her to learn the ropes. Ellen Bonanno runs the Book Cellar. The Big Book Sale is this coming weekend with setup on Thursday. The sale is by donation and they usually do quite well with their Big Book Sale.

IX. New Business

- a. Library Page New Hire – The new Page is Julia Drury, a junior at EHS, and she is starting next week. Motion (Blanchette), Seconded (Halloran), to approve the hiring of new Page, Julia Drury; all in favor, motion passed unanimously.
- b. Donation Proposal – A Tolland man has offered a grandmother's clock to the library in honor of his wife's affection for Hall Memorial Library. The Board discussed whether they could place it, if it was needed, and further, whether the guidelines regarding donations covered such an item. Discussion turned to updating the donations process and forms. Motion (Blanchette), Seconded (Keune) to send the Tolland man a note to thank him very much, but the library cannot accept the gift; all in favor; motion passed unanimously.
- c. 2027 Meeting Schedule – The meeting schedule was reviewed, noting that it took into account any conflicting Board of Selectmen and Board of Finance budget meetings. Motion (Keune), Seconded (Wambolt-Gulick), to accept the 2027 meeting schedule; all in favor, motion passed unanimously.

January 12, 2027

February 9, 2027

March 9, 2027

April 20, 2027 (one week later due to Budget Public Hearing on the 13th)

May 18, 2027 (one week later due to Annual Town Mtg on the 11th)

June 8, 2027

July – No regularly scheduled meeting; special meetings as necessary

August – No regularly scheduled meeting; special meetings as necessary

September 14, 2027

October 12, 2027

November 9, 2027

December 14, 2027 – new members will be seated following November election

X. Old Business

- a. Sunday Hours Study – Peg Busse reviewed her findings from one Sunday: two people donated to the FOL; 43 people overall, virtually no children; three people renewed their library cards. Assignments for several more Sundays: October 25th – Mary Blanchette, November 8th – John Halloran/Deanna Wambolt-Gulick, November 15th – Chris Keune, December 6th - TBD.
- b. Library Concerns Update – Peg Busse reported that conversations have been held and work is being done to clarify rules and procedures to address staff concerns.

XI. Trustee Concerns

No concerns at this time.

XII. Adjournment

Motion (Halloran), Seconded (Blanchette), to adjourn at 7:58 p.m.; all in favor; motion passed unanimously.

Submitted by: Rhonda Villanova
Recording Secretary

A handwritten signature in blue ink, appearing to read "Rhonda Villanova", with a long horizontal flourish extending to the right.