

**TOWN OF WETHERSFIELD  
MINUTES OF JULY 27, 2021  
WETHERSFIELD LIBRARY BOARD MEETING  
(via ZOOM)**

**UNAPPROVED**

Members Present: Martha Conneely, Peter Denegre, Michelle DiPaola, George Kelly (leaves at 7:57 pm), Laurie Wrona, Amanda Drew (not present till later in the meeting)

Members excused: Terry Santapaola; Hannah Granfield

Others Present: Brook Berry, Library Director; Claudia Tata, Town HR Manager; Kenneth Plumb, Town Labor Attorney

**CALL TO ORDER**

Chairman Martha Conneely called the meeting to order just after 7:00 p.m.

**PUBLIC COMMENT**

None.

**ADDITIONS TO THE AGENDA**

Peter Denegre motions to change to the agenda to move the Executive Session portion of the meeting (topic union contracts) to immediately right after the Approval of Minutes portion of the meeting, followed by a vote. Laurie Wrona seconds.

In a roll call vote: Martha Conneely, Laurie Wrona, George Kelly, Michelle DiPaola, Peter Denegre voted in favor.

Motion passes 5-0. (Amanda Drew not present yet)

**APPROVAL OF MINUTES**

Peter Denegre motioned to approve the minutes of the June 22, 2021 meeting. Michelle DiPaola seconded.

Discussion: Thank you to George Kelly for his years of excellent work on the Library Board minutes.

In a roll call vote: Laurie Wrona, George Kelly, Michelle DiPaola, Peter Denegre, Martha Conneely voted in favor.

The motion passed, 5-0. (Amanda Drew not present yet)

**EXECUTIVE SESSION**

George Kelly motions to move into executive session and to also invite Ken Plumb, Claudia Tata, and Brook Berry to attend Michelle DiPaola seconded. The topic is union contracts.

In a roll call vote: Laurie Wrona, George Kelly, Michelle DiPaola, Peter Denegre, Amanda Drew and Martha Conneely voted in favor.

The motion passed, 6-0.

After Executive Session ended, Amanda Drew motioned to recommend that the Town Council votes to accept the collective bargaining agreements between the Town and both the Library's Non Supervisor's and Library Supervisors unions. Laurie Wrona seconded.

In a roll call vote: Laurie Wrona, George Kelly, Michelle DiPaola, Amanda Drew, Peter Denegre, and Martha Conneely voted in favor.  
The motion passed, 6-0.

Thank you to Claudia and Ken for their work on this.

### **TOWN COUNCIL REPORT**

No comment.

### **CHAIRMAN'S REPORT**

Thank you to George Kelly for his years of service to the Library Board. He is rotating off the Library Board. (George Kelly left the meeting at 7:57 PM).

There will be an upcoming Finance Committee Meeting (on August 19<sup>th</sup> not August 12<sup>th</sup>). Discussion of the Sjoman Account will be an important topic.

The next regularly scheduled Library Board meeting is Tuesday August 24<sup>th</sup>. During this meeting we plan to have on the agenda the Library Board Nominations and Election of Officers. Positions include: Library Board Chair, Vice Chair, and Secretary.

### **LIBRARY DIRECTOR'S REPORT**

#### *Reopening Status:*

Masks wearing is now optional, social distancing continues (floor decals indicate 6ft), books no longer in quarantine, inside book-drop has reopened, and the Friends Book Nook is now reopened.

There will be a couple of Raffle Baskets from the Friends this fall, this is important as there will be no fall book sale, and the book nook will be important for raising funds.

Volunteers nervous about coming in and volunteers are needed to help with books donations; in addition their storage space is nearly at capacity, therefore will not be able to accept book donations at this time.

Sept Library Board Meeting will be the first in-person meeting held at the Library.

Specifically in October the Library will continue to further reopen including:

- Conduct small in-person programming with limits of 10-12 people/possibly host smaller meetings

- Fines will be reinstated in October

- Fast Lane Books will reinstated in October

- Also beginning in October adding Sunday hours 1-5

*Positive News:*

An ice cream fund raiser by GFWC yielded a \$150.00 donation and will be used for fall programming.

A regular patron who is a Hartford resident recently donated \$250.00. Library Board to issue thanks.

*Programs:*

Summer Reading – Tails and Tales

An upcoming virtual program - Beavers in Connecticut

Pet Picture Contest ends last week of July

*Financials:*

June 30<sup>th</sup> statements from Charles Schwab – Brook made a plug for those interested in details to attend the upcoming Finance Committee Meeting.

FY 21-22

Current Budget 7% spent out, technology support is heavily hit this time of year

\$35,000 cut from FY 21-22 budget (\$15,000 was cut in health care and \$20,000 was cut elsewhere in FY 21-22 budget, including part time non-union staff and collections budget)

\$20,000 of the ARPA money was recently approved, however, only \$3,000 can actually be applied to the \$20,000 cut in the FY 21-22 budget)

Library is trying to do the least amount of harm to the public and the least amount of harm to the employees.

Year-end transfer for FY 20-21: 95% spent out. Shared spreadsheet provided by Finance Department. About \$100,000 left over. Brook recommends \$50,000 to the Library Reserve account, and the remaining \$50,071.95 to revert back to the Town General Fund. Brook is not recommending any money transfer into the compensated absences account. Library Board discussed the matter.

Laurie Wrona motions to recommend that the Town Council transfer \$50,000 of unexpended Fiscal Year 2020-2021 Library operating funds to the Library's reserve account, and to approve the lapsing of any unexpended funds over this amount to the Town's General Fund balance. Amanda Drew seconded.

In a roll call vote: Peter Denegre, Amanda Drew, Michelle DiPaola, Laurie Wrona and Martha Conneely voted in favor.

The motion passed, 5-0.

## **GOVERNANCE COMMITTEE REPORT**

### *Library Loan and Fine Rate Policy*

Brook discussed why an update to the Library Loan and Fine Rate Policy needed to take place. Specifically in the note area toward the bottom of the policy that "a patron is blocked from borrowing when the total of fines owed plus replacement charges owed mounts to \$10.00 or more"....be changed to \$25.00. This is a global setting in the catalog that affects all members of the consortium. The Library policy should reflect the recent change that was

determined by the board of consortium and make a change from \$10.00 to \$25.00. Brook mentioned that she was in support of this. Basically, \$10.00 was believed to be too low of a threshold.

Amanda Drew motioned to approve the revision to the Library Loan and Fine Rate Policy to reflect the policy of the consortium.  
Peter Denegre seconded.

In a roll call vote: Peter Denegre, Amanda Drew, Michelle DiPaola, Laurie Wrona and Martha Conneely voted in favor.  
The motion passed, 5-0.

#### *Resident and Non Resident Use Policy*

Brook explains that we are looking to combine any relevant aspects of the current resident and non resident use policy into a newly revised library card policy. In addition, currently 20-25% of our users are non residents, but are part of our community, for example they may work in town or own a business in town. Also mentioned the recently adopted Freedom of Use policy.

Laurie Wrona motioned to discontinue the resident and non resident use policy.  
Michelle DiPaola seconded.

In a roll call vote: Laurie Wrona, Michelle DiPaola, Amanda Drew, Peter Denegre, and Martha Conneely voted in favor.  
The motion passed, 5-0.

#### *Library Cards Policy*

Governance Committee recently reviewed the suggested changes. Brook mentioned that children can a library card without parent permission, but the parents can still cancel it after it is issued. Also mentioned the inclusion of borrower responsibilities and that cards are non-transferable.

Michelle DiPaola motioned to accept the revisions to the Library Cards policy, as recommended by the Governance Committee. Amanda Drew seconded.

In a roll call vote: Peter Denegre, Amanda Drew, Michelle DiPaola, Laurie Wrona, and Martha Conneely voted in favor.  
The motion passed, 5-0.

#### **MOTION TO ADJOURN**

Laurie Wrona motioned to adjourn, and Peter Denegre seconded.  
All voted in favor. The motion passed, 5-0.

The meeting adjourned.

Respectfully submitted,  
Peter Denegre