

**Wallingford Public Library Association  
Board of Managers Meeting  
September 27, 2021  
7:30 p.m.**

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, September 27<sup>th</sup> 2021 in the Collins Room.

Board Members Present: Kristi Doerr, Art Elliott, Leah Russell, Cliff Overstrum, Carol Mikulski, Julie Robison, Beth Brooks, Suzanne Wright, Jared Liu, Bill Pursell, Jaime Hine, Willi Stahura, and Maria Guadalupe Avila.

Board Members Absent: Deron Chang, Fred Monahan, and Board Fellow Caio Rolim.

Also Present: Library Director Jane Fisher and Assistant Director Julie Rio.

Board President, Carol Mikulski determined that a quorum was present and called the meeting to order at 7:33 p.m. Roll was called with all Board Members acknowledging.

**Public Comments:** None

**Approval of Minutes:** The Board reviewed the minutes of the June 28th, 2021 Board of Managers meeting. On a motion duly made by Dr. Robison, seconded by Mr. Overstrum, it was unanimously **VOTED** to approve the minutes.

The Board reviewed the minutes of the August 24th, 2021 Financial Advisory Committee meeting. On a motion duly made by Mr. Elliott, seconded by Ms. Brooks it was unanimously **VOTED** to accept the minutes.

The Board reviewed the minutes of the September 16th, 2021 Building & Grounds Committee meeting. On a motion duly made by Mr. Overstrum, seconded by Ms. Stahura, it was unanimously **VOTED** to accept the minutes.

The Board reviewed the minutes of the September 22nd, 2021 Governance Committee meeting. On a motion duly made by Mr. Liu, seconded by Ms. Avila, it was unanimously **VOTED** to accept the minutes.

**Treasurer's Report:** Ms. Brooks stated the total balance on all accounts, as of July 31th, was 3,798,052\$. Withdrawals totaled 320,206\$ and Deposits 271,871\$. As of August 31st, the total account balance was 3,272,756\$. Withdrawals totaled 235,860\$ and Deposits 271,440\$

The Profit and Loss statement covered the first two months of the fiscal year. August income was on budget. Expenses were under budget on the salary side. Our new Worker's Comp policy was paid in a lump sum.

On a motion duly made by Mr. Liu, and seconded by Mr. Overstrum, it was unanimously **VOTED** to approve the financial statements for both July and August 2021.

**Library Director's Report:** Ms. Fisher welcomed us back to the library for the first in-person meeting since the start of the pandemic. She reported on the following:

- Park 'n Pick up will continue for now.
- The Collaboratory recently hit its 5-year anniversary, though we will wait until April or next September to host a celebration. Both the Collaboratory and the Wonder Room are being utilized again.
- Jesse Bernier, the new Volunteer Coordinator, has hit the ground running. The evening Security Monitor position is open again. The previous Monitor only stayed with us for a week. In order to attract new applicants, the position has been split from five nights to two positions, one three nights a week and one two nights a week.
- The recent COVID-19 vaccination clinic went very well, with more than 70 vaccines administered.
- Anna Arisco, a Wallingford resident and graduate student at the University of Maryland, is indexing the Connecticut Collection as part of her internship. We are grateful for Anna's work, which will make the collection more accessible to the public.
- We will survey the community about a possible change in winter Sunday hours. The duration of the opening will be the same but the start and end time are up for vote.
- We have applied for a grant from the Liberty Bank Foundation and the Napier Foundation to help us with our DEI work.
- October 25th will be the Annual Library Association Meeting. The speaker will be from the Hartford Happiness Club. Because of the pandemic and our continued mask policy we will not offer refreshments this year. The annual membership appeal letter will be distributed this week.
- Our employee appreciation event is rescheduled for June 17, 2022. The Library Wine Bar agreed to transfer the reservation with no penalty.

### **Committee and Task Force Reports**

**Building and Grounds:** Mr. Overstrum stated that most of the projects were continuations of previously voted on projects. The rebate from phase 1 of the lighting project was received. The Mayor continues to support the library using unspent municipal funds from the last fiscal year for capital projects including flooring, elevator, and a new automated materials handler. We expect to have flooring quotes by the end of October. The elevator project is predicted to take 10-12 weeks to complete. We are seeking quotes on removing the peeling wallpaper and painting. Phase 2 of the LED lighting project is ready to go. On a motion duly made by Mr. Elliott, seconded by Mr. Overstrum, it was unanimously **VOTED** to approve \$48,900 for phase 2 of the lighting project.

**Development Committee:** Ms. Russell stated the third focus group held over the summer focused on the lower level entrance. All three areas—front streetscape, front foyer, and lower level entrance—may be considered a cohesive project. Ms. Rio & Ms. Fisher met with Sam Sargeant to review the notes. He has asked Neal Robison to estimate costs of the preliminary

ideas for the front yard. There is not a solid timeline for the projects at this point, with the elevator and flooring projects taking priority this fiscal year.

Financial Committee: In August 2020-2021, Bailey Scarano CPAs conducted an audit of our financial statements. A draft was previously distributed for the board's review. The auditor will attend our November board meeting to report on the audit process and answer questions.

Governance: Mr. Liu reviewed the bylaws changes that will go before the membership at the annual meeting. He reported that Dr. Robison will leave our board because of term limits and Umera Raza has been nominated to fill Dr. Robison's vacancy. The Board gives Dr. Robison our heartfelt thanks for her service. Kristi Doerr was nominated to become our treasurer. Beth Brooks, who only has one year left to serve on the board because of term limits, will serve as a mentor to Kristi.

Policy and Personal: Ms. Wright went over revisions to several policies and stated that other policies will be audited in the coming year. On a motion duly made by Mr. Liu, seconded by Mr. Overstrum, it was unanimously **VOTED** to approve a new Non-Discrimination policy as distributed. On a motion duly made by Mr. Overstrum, seconded by Dr. Robison, it was unanimously **VOTED** to approve the updates to the Investment policy. Proposed changes to the Distributions, Posting, and Display policy were tabled for additional discussion.

Yalesville Taskforce: The work our attorneys are doing is proceeding as expected. The attorney fees and expenses are also as expected.

President's Comments: Ms. Fisher and Ms. Mikulski are looking at committee assignments for the coming year. The Book Seller opened June 1st and has made almost 5,000\$ in three months. The store hours will stay for now, but may change if volunteers increase. Online book sales have netted 1,585.31\$ this fiscal year from 74 books with the average sale price of 28.76\$

The next meeting of the Wallingford Library Association is scheduled for Monday, October 25, 2021 at 7:00 p.m.

Respectfully submitted,

Art Elliott  
Secretary