

**Wallingford Public Library Association**  
**Board of Managers Meeting**  
**December 19<sup>th</sup>, 2022**  
**7:30 p.m.**

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, December 19<sup>th</sup>, 2022.

Board Members Present In Person: Cliff Overstrum, President; Jared Liu, First Vice President; Deron Chang, Second Vice President; Kristi Doerr, Treasurer; Art Elliott, Secretary; Lisa-Marie Bellmore, Tricia d'Oliveira, Maria Rodrigues McBride, Cliff Overstrum, Carol Mikulski, Jared Liu, Jaime Hine, Deron Chang, Umera Raza, Suzanne Wright, Bill Pursell and Board Fellow Jenna Starr

Board Members Present Virtually: Willi Stahura

Board Members Absent: Dara Solan

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

Board President Cliff Overstrum determined that a quorum was present and called the meeting to order at 7:31 p.m.

**Public Comments:** Ms. Mikulski passed around the newest ACLB, Association of Connecticut Library Boards, newsletter.

**Approval of Minutes:** The Board reviewed the minutes of the November 28<sup>th</sup>, 2022 Board of Managers meeting. On a motion duly made by Mr. Liu, seconded by Mr. Chang, it was unanimously **VOTED** to approve the minutes.

The Board also reviewed the minutes of the September 26<sup>th</sup>, 2022 Executive Session. On a motion duly made by Mr. Liu, seconded by Ms. Mikulski, it was unanimously **VOTED** to accept the minutes.

**Treasurer's Report: Kristi Doerr**

- Previously reported October 31<sup>st</sup> balance of banks accounts was \$3,502,509.
- Total balance of the bank accounts as of November 30<sup>th</sup> was \$3,535,522. That's a total increase of \$33,013.
- As of November 30<sup>th</sup>, net income is \$235k higher than what we budgeted for the fiscal year (YTD).
- Our year-to-date actual income is exceeding the budget by \$220k. This is due to:
  - As previously reported, we had unrealized losses of \$83k.
  - However that's been offset by the income from the sale of Yalesville.
- We continue to be exceeding our budget in donations.
- Our year-to-date expense are over budget by \$36k.

- Our professional fees are \$62k over budget.
  - This is offset with saving in contract services, furnishings and insurance.
- As noted at the last meeting, we received our investment distributions checks in November, so you'll see that income being included in the YTD actual balances.
- I closed one of our CDs at Bankwell that reached maturity on 12/15/2022. The funds have been deposited into the Wells Fargo account.

On a motion duly made by Ms. Wright, and seconded by Mr. Elliott, it was unanimously **VOTED** to approve the financial statement for November 2022.

The Board of Managers wishes to authorize its Treasurer, Kristi Doerr, to be a signer on all Wallingford Public Library Association bank accounts and to open a Library Development Fund investment account and a Library Association investment account at Fidelity Investments and to purchase FDIC insured brokered CDs, laddered at 12 months or less, with no automatic roll-over. The following funds will be so invested:

Library Development Funds investment account:

- TD Bank checking (x1363): \$423,350 (leaving a balance of no less than \$50,000). These are Library Development Funds and will continue to be so designated.

Library Association Funds investment account:

- TD Bank checking (x3364): \$61,409 (leaving a balance of no less than \$50,000)
- Wells Fargo checking (x3089): \$187,560 (leaving a balance of no less than \$50,000)
- Bankwell money market (x3064): Approx. \$27,454 to close account and reinvest balance
- Bankwell CD (matured 12/15/2022): Closed. \$187,974.97 deposited into Wells Fargo account until reinvested.

On a motion duly made by Ms. Mikulski, and seconded by Ms. Wright, it was unanimously **VOTED** to authorize these investment moves.

In order to ease the transition when a new Treasurer is voted in, it is proposed that whomever holds the position of Board Treasurer automatically be a signer for all library banking and investment accounts. To reflect this change, Beth Brooks' name shall be taken off the library's ION Bank Account.

On a resolution duly made by Ms. Wright, and seconded by Mr. Elliott, it was unanimously resolved that its Treasurer, Kristi Doerr, is an authorized signer on all bank accounts.

**Library Director's Report:** Ms. Rio hijacked the beginning of the Directors Report to show the Board a page the staff made for the next edition of Words. The page is in honor of Ms. Fisher's tenth anniversary as the Director of the Wallingford Public Library. The staff wanted to show their appreciation, and celebrate Ms. Fisher, for all the great work she's done for the Wallingford Public Library.

Ms. Fisher thanked the Board for the holiday chocolate tray it provided for the staff. The chocolate was bagged individually for the staff as appreciation for their hard work this year.

Behind the Scenes at the Library tours will be offered to the Board so it can get more familiar with the library's inner workings.

She would also like to put together a booklet of the Board members to share with the staff. She asked Board members to submit their information by the end of January.

Jim Fitzsimmons and his sister made a donation in the amount of \$5,000 in honor of their mother, Debra Fitzsimmons. His employer is expected to match it. Ms. Fisher recommends that the donation be earmarked for the Summer Buddies program. On a motion duly made by Mr. Elliott, and seconded by Mr. Pursell, it was unanimously **VOTED** to earmark the gift for Summer Buddies.

The Estate of Patrick Moriarty bequeathed \$50,000, the proceeds from which will be restricted for the purchase of books and e-books, in memory of Margaret Moriarty-Johnson.

The family of Teresa Kristan is interested in honoring Teresa's memory within the library, possibly with the purchase of furniture for one of our quiet reading/study areas.

Ms. Stahura requested that the minutes recognize librarian Cindy Haiken for her gift of a calendar featuring the 2023 book club reading selections. Cindy presented a calendar to each member of the Thursday Night Book Club.

The library is experiencing significant HVAC issues. Rich Heidgerd obtained three quotes for engineering firms to prepare bid specification documents for replacing affected roof top units. We will discuss next steps with the Mayor and the Director of Public Works in January.

The laser cutter in the Collaboratory is out of service. Parts have been ordered, but due to supply chain issues, they are delayed. Ms. Fisher may recommend that the library consider replacing the laser cutter in 2023.

The Community Room needs a new AV system to allow presenters to sync their devices, and allow easier and better access for programs. On a motion duly made by Ms. Mikulski, and seconded by Ms. Wright, it was unanimously **VOTED** to replace the system at a cost not to exceed \$25,000.

A list, or accounting, of "large ticket items" with their factory estimated expiration dates and costs, and/or items that may need to be replaced, was suggested with the idea being to stay ahead of potential malfunctions/replacement needs, and the ability to budget for them in advance. The definition of "large ticket item" is pretty elastic as to cover as much as efficiently possible.

The replacement of the materials handling sorter has been completed. Rich Heidgerd removed the outgoing sorter, which saved the library approximately \$8,000.

After the eTapestry processing glitch affecting 58 credit card donations, about 25 potential members have not yet re-donated, at a cost of about \$1,000.

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

- **Policy and Personnel Committee:**
  - The Committee came back with updates for the Posting, Display, and Distribution of Non-Library Materials Policy. After another lively discussion, a motion was duly made by Ms. Mikulski, and seconded by Mr. Liu, it was unanimously **VOTED** to update the policy with revisions as discussed.

**President's Comments:** Mr. Overstrum thanked Ms. Fisher and Ms. Rio for their work this year and wished the Board happy holidays.

**Other Business:** None

The meeting was adjourned on a motion duly made by Mr. Elliot, seconded by Mr. Pursell, it was unanimously **VOTED** to adjourn at 8:30pm.

The next meeting of the Wallingford Library Association is scheduled for Monday, January 23th, 2023 at 7:30 p.m.

Respectfully submitted,

Art Elliott  
Secretary