**Wallingford Public Library Association**

**Board of Managers Meeting**

**January 27th, 2025**

**7:30 p.m.**

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, January 27th, 2025.

Board Members Present In-Person: Suzanne Wright, Lisa-Marie Bellmore, Art Elliott, Jaime Hine, Maria Rodrigues McBride, Andrew Whitehouse, Kristi Doerr, Willi Stahura, Deron Chang, Dara Solan, Pat Bentley, Jared Liu, Robbin Jackson, and Tricia D’Oliveria, Board Fellows Megan Grossman & Kate Zolner

Board Members Present Virtually: Umera Raza

Board Members Absent: None

Also Present: Library Director Sunnie Scarpa and Assistant Library Director Julie Rio

President Jared Liu determined that a quorum was present and called the meeting to order at 7:32 p.m. Roll was called with all Board Members acknowledging.

**Public Comments:**None

**Departmental Update**: No Dept update this Meeting

**Approval of Minutes:** The Board reviewed the Minutes of the December 16th, 2024, Board of Managers meeting, the Minutes of December 19th RetirementCommittee meeting, and the Minutes of the January 8th Membership Committee meeting.

On a motion duly made by Mr. Whitehouse, seconded by Ms. Bellmore, it was unanimously **VOTED** to accept those Minutes.

**Treasurer’s Report:**

Bank Account and Income Statement Review:

* In the December meeting, we reported a balance of $4,178,652. in the bank accounts as of November 30th. The total balance of the bank accounts as of December 31st was $4,228,091. That’s a total increase of $49,439 for the month of December.

* As of December 31st, our year to date ordinary net income was $4,413.36 vs. our budget loss of $37,291.52, a favorable difference of $41,704.88.
* For Income, we are ahead of the budget by $28,422.88 due to a $24,579.51 refund (previously reported) and bookseller income of $11,029.46.
* For expenses, we were underbudget by $13,282.00. This is a combination of being under and overbudget on certain line items. The larger items to note are:
* Employee Expenses underbudget by $71,221.21
* Automated Services overbudget by 16,388.50
* Capital Projects overbudget by 14,855.36
* Insurance overbudget by 25,377.00
* Materials underbudget by 18,855.35.

On a motion duly made by Mr. Elliott, seconded by Ms. McBride, it was unanimously **VOTED** to approve the Treasurer's Report.

Library Director’s Report: Ms. Scarpa started off with some Staffing Updates: Rich Heidgerd announced his retirement and will be leaving in early April. The Board would like to thank Mr. Heidgerd for all his hard work and wish him the best in his (second) retirement. His Head of Facilities job has been posted. Sarah Eiseman has resigned her part-time position to accept a full-time job in East Hartford, a part-time custodian has resigned, and the new Head of Reference position has not been filled yet.

Program updates: Andy Sarkany, a Holocaust survivor came to speak commemorating the 80th anniversary of liberating the Auschwitz concentration camp. There were over 120 people in attendance. The Hibernation Book Club started with 60 people attending the first meeting. The book this winter is Don Quixote. The Coffee & Connections program started on Fri the 11th, with the objective of combating social isolation, it’s seen as a non-intimidating way to meet other members of the community. Twenty-two people attended.

The Library has become a geocache site for Cache Odyssey, a nationwide caching program with the goal of having a minimum of one fully accessible geocache in every state. It makes use of both the interior and exterior of the Library.

Legislative Updates: There are several bills in the Connecticut legislature regarding Libraries. Two bills are looking pertaining to ebook pricing and availability. One is looking at State funding for Public Libraries. And there are seven bills weighing the censorship/non-censorship of books in Public and School Libraries.

The Library experienced a theft at the front desk. The updated security cameras were able to get good resolution video and it was passed on to the Wallingford Police Dept.

Construction on the Study Room/Office project started last week and is moving at a steady pace. The contractors are working well with Mr. Heidgerd, current Head of Facilities.

**Committee and Taskforce**:

Retirement/Benefits: Ms. McBride stated a consultant had been brought into help the Committee come up with questions for the Staff, get an overall impression of how they use the Benefits, what they like, and what they’d like to see. The Committee will also look at Town Depts to see how our offerings compare. The Committee will be reviewing the Employee Handbook and other current benefits information. The Committee is also discussing the change from the Retirement Committee to the Benefits Committee since they can oversee more than just retirement funds.

Membership: Ms. Raza stated the Committee asked to have 1,000$ added to the Budget for Membership Incentives and Marketing of the Library Association. The idea of gifts for certain Membership levels was discussed. She said this year’s Membership Stickers were well received.

Strategic Planning: Mr. Chang explained that the Planning Committee was expanded to include members of the Public, such as local business owners, non-profit directors, and a student from Sheehan High School, Amelia Tangredi.

Policy & Personnel: Ms. Wright let us know that a Compensation Survey had been done comparing Library Salaries versus the market ratio. Most of the salaries are in 80 to 100% of the target range. The Consultant who ran the Survey estimated we should strive for 90%. The salaries that do not hit that goal will be looked at and lifted accordingly. Salaries that are over 110% will also be looked at to see why.

They also discussed changing the procedure for removing books from the Library. This has become a more common event in other Libraries so the Committee and Director have been clarifying the process in preparation. Under the new procedure the onus of appropriateness would be shifted from the Board to the Director to allow for a speedier decision. Library Counsel was consulted.

On a motion duly made by Mr. Chang, seconded by Ms. Doerr, it was unanimously **VOTED** to approve the updated Procedure.

**President’s Comments**: Mr. Liu wished everyone a happy start to the New Year and shared honey from his hives.

**Other Business**: Cataloging reported 4,444 books were removed from the non-fiction section to facilitate the Study Room/Office project. They’ve been removed from Circulation but it will take several months to fully remove them from the system

Ms. Stahura WACA, the Wallingford Arts Culture Alliance, is looking for local members to join and also reaching out to other nonprofits to coordinate.

 The Meeting was adjourned on a motion duly made by Ms. Wright, seconded by Ms. Doerr, it was unanimously **VOTED** to adjourn at 8:42p.

The next meeting of the Wallingford Library Association is scheduled for Monday, February 24th, 2025, at 7:30p.

Respectfully submitted,

Art Elliott

Secretary