

**Wallingford Public Library Association
Board of Managers Meeting
February 26th, 2024
7:30 p.m.**

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, February 26th, 2024.

Board Members Present In-Person: Kristi Doerr, Art Elliott, Lisa-Marie Bellmore, Dara Solan, Pat Bentley, Jaime Hine, Maria Rodrigues McBride, Carol Mikulski, Umera Raza, Jared Liu, Andrew Whitehouse, Willi Stahura, Deron Chang, Suzanne Wright, and Board Fellow Megan Grossman

Board Members Present Virtually: Tricia d'Oliveira

Board Members Absent: None

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

Board President Jared Liu determined that a quorum was present and called the meeting to order at 7:31 p.m. Roll was called with all Board Members acknowledging.

Public Comments: None

Approval of Minutes: The Board reviewed the Minutes of the January 22nd, 2024, Board of Managers meeting.

On a motion duly made by Ms. Wright, seconded by Ms. Doerr, it was unanimously **VOTED** to approve the Minutes.

The Board reviewed the Minutes of the January 23rd, 2024, Development Committee meeting.

On a motion duly made by Ms. Wright, seconded by Ms. Doerr, it was unanimously **VOTED** to approve the Minutes.

The Board reviewed the Minutes of the January 24th, 2024, Strategic Planning Committee meeting.

On a motion duly made by Ms. Wright, sneakily seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Minutes.

The Board reviewed the Minutes of the January 24th, 2024, Financial Advisory Committee meeting.

On a motion duly made by Ms. Wright, seconded by Ms. Doerr, it was unanimously **VOTED** to approve the Minutes.

The Board reviewed the Minutes of the February 6th, 2024, Budget & Finance Committee meeting.

On a motion duly made by Ms. Wright, seconded by Ms. Doerr, it was unanimously **VOTED** to approve the Minutes.

Treasurer's Report:

Bank Account and Income Statement Review:

- In the January meeting, we reported a balance of \$4,056,668. in the bank accounts as of December 31st.
- The total balance of the bank accounts as of January 31st was \$4,098,487. That's a total increase of 41,819\$ for January.
- As of January 31st, our year-to-date net income was income of 204,920, which is 271,323 above budget.
 - Our Gross Profit was overbudget by 143,143\$, driven by a 180,927\$ net realized/unrealized gain line in December. Our donations and dues were also exceeding the budget by 14,693\$ and 8,479\$, respectively.
 - Our expenses were underbudgeted by 128,180\$ driven by saving in the employee expenses of 135,010\$ offset by furnishing being overbudget by 26,126\$

On a motion duly made by Ms. Wright, and seconded by Ms. Mikulski, it was unanimously **VOTED** to approve the Treasurer's Report for Jan, 2024.

Library Director's Report: Ms. Scarpa stated the part-time positions of Custodian, and Library Assistant were filled. A part-time Page graduated and accepted a full-time position at a different Library, leaving that position empty.

Friday, June 28th, will be Staff Development. Sunnie invited the Board to stop by in the morning if we'd like.

The Library is currently in the process of spending down underspent funds for Capital Projects. The Cataloging Dept on the first floor will be updated much as the upstairs was, with paint, new lighting, furniture, and carpeting. The space will also be re-organized to provide better workflow. An insulated garage door will be ordered, to prevent heating loss, and a guard rail extension was installed in the parking lot.

Ms. Scarpa, Ms. Rio, and Mr. Heidgerd drew up a plan for building out some spaces behind the Information Desk. Office space for staff is very limited upstairs, so the office lay out would be enlarged. There have also been several groups asking for study rooms for groups larger than four. Two study rooms, a six person room and an eight person room, were proposed with the build out.

The Financial Advisory Committee is forecasting an additional 240,000\$ in underspent funds between now and the end of the fiscal year. The Building & Grounds Committee will meet to discuss other Capital Projects that could benefit the Library.

Committee and Taskforce:

Development: Ms. Solan stated the Committee walked the Library looking for 'namable' spaces that might be used for fundraising. They've drafted a list of suggestions and will show it to the Board when completed.

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Strategic Planning: Mr. Chang stated the Committee met and decided on hiring a consultant to help guide us in the process. A Budget Line has been added to pay for the consultant.

In the past, the Strategic Plan has been pinned to the Calendar Year. The Committee recommended shifting it to the Fiscal Year to make budgeting and envisioning it easier.

If the next Strategic Plan is on the Fiscal Year there would be a period where the current Plan would expire, and the new Plan wouldn't be in effect yet. The Committee recommended extending the Current Strategic Plan until the New Plan is in place.

On a motion duly made by Ms. Mikulski, and seconded by Ms. Bellmore, it was unanimously **VOTED** to pin the Strategic Plan to the Fiscal Year.

On a motion duly made by Ms. Mikulski, and seconded by Ms. Bellmore, it was unanimously **VOTED** to extend the Current Plan until the New Plan is in place.

Financial Advisory: Ms. d'Oliveira walked the Board through an overview of the Library's Funds. The auditor, Justin Paolillo made recommendations as to how much money to keep in reserve. They historically recommended enough money to cover six months of expenses but have lowered that.

The Financial Advisory Committee reports to the Budget Committee. Mr. Liu stated there was some follow up with the Auditor and the Budget Committee decided not to move forward with the Financial Advisory Committee's recommendations at this time.

The Named and Restricted Funds will take some more time to straighten out. Some of them have no paperwork and some might have depleted. More work is needed to organize and straighten out the Named and Restricted Funds.

The Library is also moving toward more electric payment procedures, instead of paper invoicing.

Budget & Finance: In front of a sell out crowd at Madison Square Garden, Ms. Doerr introduced us to the Main Event. This year the Library is asking for a 4.4% increase in funding. 3% increase to maintain core Library operations plus 46,000\$ to continue the Digital Navigator Program after the ARPA Grant funds are exhausted.

Looking at the Employee Pay structure, a general 2% Cost of Living addition is proposed instead of the Step program. Starting in the near future, Ms. Scarpa would like to re-evaluate the Step system currently in place to see if the Library is over, or under, paying any employees.

Ms. Scarpa also noted the budget had allocated funds for a standalone Head of Reference. The Reference Dept. is possibly the largest department in the Library, and currently Ms. Rio is the Head, as well as the filling the role of Assistant Director and overseeing Facilities. By creating a separate Head of Reference, Ms. Rio would be able to concentrate on other duties, including development activities, and the Reference Dept. would have someone more integrated with the day-to-day operation. Lots of nice things were said about Ms. Rio at this point.

An increase was also made to the pay of the Head of Facilities to reflect the current job market more accurately.

On a motion duly made by Ms. Mikulski, and seconded by Mr. Elliott, it was unanimously **VOTED** to accept the proposed budget for 2024/2025.

Executive Session: At 8:50p a motion duly made by Ms. Mikulski, and seconded by Ms. Doerr, it was unanimously **VOTED** to go into Executive Session.

The Executive Session was ended at 9:24p.

President's Comments: In response to the Executive Session Mr. Liu stated the Library received a bomb threat, for which staff called the Wallingford Police Department. Security measures, policies, and procedures are being reviewed to maintain safety for all. We ask that if the public sees anything suspicious or has any information that could be helpful, please notify a staff member.

Other Business: There was no Other Business

The Meeting was adjourned on a motion duly made by Ms. Stahura, seconded by Ms. Bellmore, it was unanimously **VOTED** to adjourn at 9:25p.

The next meeting of the Wallingford Library Association is scheduled for Monday, March 25th, 2024, at 7:30p.

Respectfully submitted,

Art Elliott
Secretary