

Wallingford Public Library Association
Board of Managers Meeting
December 15th, 2025
7:00 p.m.

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, December 15th, 2025.

Board Members Present In-Person: Art Elliott, Andrew Whitehouse, Willi Stahura, Jared Liu, Tricia d'Oliveria, Lisa-Marie Bellmore, Kristi Doerr, Suzanne Wright, Jesse Minneman, Robbin Ford Jackson, Umera Raza, Jaime Hine, and JP Venoit

Board Members Present Virtually: Dara Solan and Deron Chang

Board Members Absent: Kate Zolner

Also Present: Sunnie Scarpa (Library Director) and Sam Lee (Assistant Library Director)

President Jared Liu determined that a quorum was present and called the meeting to order at 7:06 p.m. Roll was called with all Board Members acknowledging.

Public Comments: None

Approval of Minutes: On a motion duly made by Ms. Doerr, seconded by Mr. Minneman, it was unanimously **VOTED** to accept the Minutes of the November 24th Board of Managers Meeting.

Treasurer's Report: Treasurer's Report

Bank Account and Income Statement Review – November:

- In the November meeting, we reported a total balance of the bank accounts as of October 31st of \$3,898,443. Since then we have had withdrawals of \$281,410 and deposits of \$324,096, for a net change of \$42,686.
- We were unable to get a copy of the Wells Fargo bank statement before the meeting packet was due. So we do not have an updated balance for that account.
- For the income statement, through November 30th, we have income of \$1,575,045.41 and total expenses of \$1,564,633.65 for a net income of \$10,411.85. We are operating favorable to our budget due to underspending in expenses including salaries and wages, materials and repairs.

Other Notes:

- We received a letter from Bankwell regarding inactivity in the money market account x3064. In December I closed that account and the funds were to be deposited in the TD Bank New Operating Account x4754
 - Before the end of the month, I will meet with the bank this week to review the status of the CD account x9580 and if possible, close that account and also move the funds to the TD Bank New Operating Account x4754
 - Jared and Tricia were added to the Wells Fargo account. Before the end of the month, Jared will meet with the bank to remove me from the account and setup online banking.
 - Jared and Tricia will work on removing me from all remaining accounts and ensuring Tricia has access going forward.
 - Jared and Tricia will be adding an account at M&T.
- Jamie Hine stated, *"I make a motion to authorize Jared Liu and Tricia (Trish or Patricia) d'Oliveira, President and Treasurer, respectively, of the Wallingford Public Library Board of Managers, to open new financial accounts and have full administrative access and signatory authority with all accounts associated with the Library, and to remove Cynara McPhail as the key executive on any existing accounts.* seconded by Ms. Wright, it was unanimously **VOTED** to open the new accounts and grant full administrative access to the so named.

Ms. Doerr was presented with a card and book donation with name plate (title TBD) for her service on the Board.

On a motion duly made by Mr. Elliott, seconded by Mr. Hine, it was unanimously **VOTED** to approve the Treasurer's Report for November 2025.

Library Director's Report:

Programming Updates: Holiday stroll was successful and thank you to volunteers that participated.

Staffing Updates: New org chart (available in red board folders) thanks to new head of technology! New teen librarian (James) moved from Collaboratory and graduated with MS. Working to back fill James' position and some hours from Katie, our new Head of Collaboratory Services. Mr. Elliott (with two "l"s and two "t"s) asked about the new Head of Tech position, which Ms. Scarpa laid out many of the new responsibilities. It's exciting to have new roles!

Yeaton Update: No updates. Paperwork is in the works.

Board Update: Beginning budget season. Template to department heads, due this week.

Committee and Taskforce:

Governance: Mid-year opening on the Board to fill from January to October 2026 to replace Ms. Doerr. On a motion duly made by Mr. Liu, seconded by Mr. Hine, it was unanimously **VOTED** to nominate Liz Verna to the open seat.

Mr. Hine made motion to move into Executive session to discuss the evaluation of the Library Director, pursuant to CT General Statute 1-200(6)C. seconded by Mr. Elliott.
Start time: 7:29pm

On a motion duly made by Mr. Whitehouse, seconded by Ms. Raza, it was unanimously **VOTED** to exit Executive session.

On a motion duly made by Ms. Wright, seconded by Ms. Stahura, it was unanimously **VOTED** to approve the Library Director evaluation.

President's Comments:

- Mr. Liu asked for further comments before replying to the patron concerned about the interlibrary loan policy. Ms. Wright stated that while it doesn't have to be as succinct as Mr. Whitehouse's edits, maybe not as detailed as Mr. Liu's.
- Thank you to Ms. Stahura & Ms. Scarpa for organizing and hosting our holiday cookie party.
- Mr. Venoit is welcomed to his first meeting.

Other Business:

- Ms. Doerr said that she is happy to serve on the BOE but will miss the library board.

On a motion made by Mr. Elliott, and seconded by Mr. Whitehouse, it was unanimously **VOTED** to adjourn the meeting at 8:12p.

The next meeting of the Wallingford Library Association is scheduled for Monday, January 26, 2026 at 7:00p.

Respectfully submitted,
Lisa-Marie Bellmore
Secretary