

Wallingford Public Library Association
Board of Managers Meeting
February 23rd, 2026
7:00 p.m.

The meeting of the Wallingford Public Library Association Board of Managers was held virtually on Monday, February 23rd, 2026.

Board Members Present: Andrew Whitehouse, Willi Stahura, Jared Liu, Tricia D’Oliveria, Lisa-Marie Bellmore, Suzanne Wright, Jesse Minneman, Robbin Ford Jackson, Umera Raza, Jaime Hine, JP Venoit, Dara Solan, Deron Chang, Elizabeth Verna, Kate Zolner, and Emily D’Arco

Board Members Absent: Art Elliott

Also Present: Sunnie Scarpa (Library Director), Sam Lee (Assistant Library Director) and Meghan Currey (Head of Adult Programming).

President Jared Liu determined that a quorum was present and called the meeting to order at 7:04 pm. Roll was called with all Board Members acknowledging.

Public Comments: None

Department Report: Meghan Currey, Head of Adult Programming has been very busy since joining the WPL including:

- SOPs for streamlined training with help from staff member, and 7 new staff members trained/cross trained on reference desk.
- VITA in full swing on Saturdays during tax season causing lots of printing of IRS forms.
- The Cataloging Department has been impacted and stressed by the Baker & Taylor shutdown due to requests for books.
- Information Desk/TechConnect teams have been heavily used, especially by senior library patrons. Reference Desk will be asked to handle more basic questions to alleviate Help Desk staff.
- Ongoing updates to The CT Collection.
- Bookseller Volunteers are overseen by Kasey. The Volunteer Handbook is being updated.
- Dune is assisting with calendar updates and finding ways to grow with community. Marketing meeting tomorrow.

- Chris is updating merch and working on a popup shop online and looking at other vendors for new products.
- Cindy is still an authority in readers advisory including for other towns and events, with Book Buzz coming up with addition of Ashlar Village.
- OBOW coming up in April!
- James offering great kids programs and is taking a virtual class.
- Meghan doubling number of, and updating, DVD Binge Boxes.
- Study room usage in January 326 appointments (695.5 hours on adult side) and have been told we are a destination for great study rooms!

Ms. Stahura asked about TechConnect appointments at Sr. Center. Meghan said they are also available for appointments at SCOW. Elijah and Connor reach out and ensure patron's needs are met. Ms. Stahura asked about strategic plan and budget increase, and Ms. Scarpa confirmed it's for outreach.

Approval of Minutes: On a motion duly made by Mr. Whitehouse, seconded by Ms. Stahura, it was unanimously **VOTED** to accept the Minutes of the January 26th Board of Managers Meeting, and the Minutes of the January 27th and February 10th Budget & Finance Committee Meeting. Ms. Verna abstained.

Treasurer's Report:

Bank Account and Income Statement Review – January:

- For the balance sheet, the library reported a total balance in all the bank accounts as of December 31st of \$3,902,800. The activity in January was withdrawals of \$2,564,082 and deposits of \$2,565,429. This resulted in a net change of \$1,347 and a final total balance in all of the bank accounts as of January 31st of \$3,904,146.
 - Please note that Jared and I transferred funds from the regular Vanguard accounts into the Brokerage accounts. You might see (closed) on the Wallingford Public Library Bank Balance Report. It looks like a lot of in/outs, but the net change is rather small.
- For the income statement, through January 31st, we have income of \$2,527,897.85 and total expenses of \$2,486,451.09 for a net income of \$41,446.76. We are operating favorable to our budget due to underspending in expenses including utilities, repairs and maintenance, materials, contract services, automated services and wages.

Other Notes: None

On a motion duly made by Ms. Wright, seconded by Mr. Whitehouse, it was unanimously **VOTED** to approve the Treasurer's Report for January 2026.

Library Director's Report:

Programming Updates: Our programming is always amazing but here are some on the horizon that are exciting. CHC mobile health unit parked outside of SCOW every other Monday and Sunnie is working on being a host site on the alternating Mondays.

CT DEEP working on laptop long-term loan program regarding their broadband, Sunnie visited for thinktank to work out details such as who would get laptops like Adult Ed.

Staffing Updates: Fully staffed! Second Collaboratory LTA is currently in training. All staff meetings are held quarterly (8:30-9 or 4-4:30 to accommodate schedules). There is also a summer full day Staff Day.

Yeaton Update: No update. The suspense...!

Budget Update: Budget has been drafted and ready for board approval

Random Updates: A last minute request came in for Channel 3 to interview Elijah and Sunnie about the Digital Navigator program and film consumer tech segments. Someone had seen the social media posts and reached out. Great feedback was read by Sunnie for air. She will keep us updated on air date. Collaboratory segment may also happen!

Committee and Taskforce:

Membership Committee: Ms. Raza recapped the February 9th meeting with Umera, Sam, Jared, and community member Adrienne. 21 new members joined this campaign year. A mailer went out in January. Review of last year was favorable. Totes will still be offered for lifetime members, along with gifts for other membership levels. We're about on target for renewals but ahead on dollars. Ms. Lee has lead the charge in staff providing information on memberships. Ms. Lee regaled us with the story of a gentleman signing up for a library card, who then asked how much it costs, and insisted on a donation once he was told it was free! He decided to become a member!

Ms. Stahura asked if employer matching is a possibility. Ms. Raza said it will be investigated.

Budget & Finance Committee: Ms. d'Oliveira recapped the two budget meetings. 3% overall budget increase target. Lean on requests and less than other departments. Most changes are staffing/salary, and operations. Ms. Scarpa discussed 2.5% COLA for staff which is in line with other town employees. Request for more resources to deal with the "Baker & Taylor closure" will be discussed with the Mayor and Comptroller in upcoming March 10th meeting along with other minor staffing requests. eBook changes from last year have been helpful with budget so far this year.

Mr. Liu highlighted that the cost for photocopies will be going up to .20 per page which is still less than at stores. We're saving on contract work and shifting money to materials since Joe is able to do a lot of the work on his own (yay!). Ms. Scarpa is reviewing electronic materials use to see if it's worth maintaining. New health Insurance rates have not yet come out so 10% estimated increase in budget to account for that.

Approval of Budget: On a motion duly made by Ms. Wright, seconded by Ms. Raza, it was unanimously **VOTED** to approve the Budget.

President's Comments: None

Other Business:

- Mr. Whitehouse asked about building maintenance highlights. Ms. Lee said one of the rooftop units had a broken fan, there was an issue with the replacement part. Joe was compensating with other units to heat the building. All has been resolved and staff/patrons are now more comfortable.
- Ms. Stahura asked about online and bookseller budget lines, if broken out or combined. Ms. Scarpa confirmed that they are combined in budget but broken out in monthly reports. Ms. Scarpa said that transfer of funds will happen after Sunday hours are over and it will be less than planned due to weather related closures.

President's Comments: None

On a motion made by Mr. Whitehouse, and seconded by Ms. Verna, it was unanimously **VOTED** to adjourn the meeting at 7:52pm.

The next meeting of the Wallingford Library Association is scheduled for Monday, March 23, 2026, at 7:00p.

Respectfully submitted,
Lisa-Marie Bellmore
Secretary