

Wallingford Public Library Association
Board of Managers Meeting
February 24th, 2025
7:30 p.m.

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, February 24th, 2025.

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

Board Members Present Virtually: Suzanne Wright, Trish D’Oliveria, and Megan Grossman

Board Members Absent: Robbin Jackson

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 7:37 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 January 27th, 2024, Board of Managers meeting, the Minutes of January 9th Strategic Planning Committee meeting, the Minutes of January 24th Policy & Personnel Committee meeting, and the Minutes of February 5th & 11th Budget & Finance Committee meetings.

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

Treasurer’s Report:

Bank Account and Income Statement Review:

- In the January meeting, we reported a balance of \$4,228,091 in the bank accounts as of December 31st. The total balance of the bank accounts as of January 31st was \$4,144,262. That’s a total decrease of \$83,829 for the month of January.

- As of January 31st, our year to date net income was a \$30,714.10 vs. our budget loss of \$66,470.60, an favorable difference of \$97,184.70.
 - For Income, we are ahead of the budget by \$11,145.37 due to a \$24,699.27 refund (previously reported).
 - For expenses, we were underbudget by \$52,660.22. This is a combination of being under and overbudget on certain line items. The larger items to note are:
 - We are under budget on Employee Expenses by \$20,693.12 and Materials by \$20,207.68
 - We are overbudget on Capital Expense by \$40,097.20, Furnishings by \$12,181.57 and Insurance by \$25,377.00

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 went over the four job openings at the Library. The new part-time custodian started this morning. Both the Head of Reference and Head of Facilities positions are on their second round of interviews. The last position has been put on hold for the time being.

June 27th will be Staff Development Day. The day will proceed much like past Staff Development Days. The Board is invited for coffee in the morning.

The Dept. Managers recently finalized principles and guidelines for the use of generative Ai. The main issues are protecting sensitive data & information, phishing, and the need for transparency. If any Gen Ai is used on promotional items, it will be cited as such. The principles and guidelines will be updated as needed.

Strategic Planning Update: 550 responses came back from the public survey. The Board Member focus group is March 20th 6:15 – 7:15p. The Board is reminded to fill in their survey as soon as possible.

Study Room/Office Update: The timeline is 4 to 6 weeks. All seems to be going well. The Meeting packet has more information.

Committee and Taskforce:

Budget & Finance: Ms. Doerr walked us through the proposed budget. The Library is asking for a 4.68% increase in funding from the Town, with the assumption that the Book Seller will still be funding the Library's Sunday hours. To offset some of the ask from the Town, the Library will draw down 6% of the past three-year average from the Library Development Fund, Helen Stuart Fund, and the Named funds that are not permanently restricted.

The Library will move away from the Step System and to a Compensation Benchmark. Three full-time positions will have a pay increase to reach the 90th percentile, per the Policy & Personnel Committee recommendation. The Cataloging Dept will undergo some structural changes. Health Insurance will go up 8%, and there is also a 2.5% Cost of Living Increase.

A lot of time and discussion went into Digital Material costs. In the First Draft Hoopla access was restricted due to cost. The access was added back in for this Draft to continue to allow patrons to borrow at the current levels.

On a motion duly made by Ms. Stahura, seconded by Ms. McBride, it was unanimously **VOTED** to approve the recommendation for the Budget & Finance Committee for the 2025/2026 Draft Budget.

President's Comments: Mr. Liu also reminded the Board Members to complete their Strategic Planning survey.

He and Ms. Doerr are updating signatories on the Vanguard accounts. On a motion duly made by Mr. Whitehouse, seconded by Ms. Raza, it was unanimously **VOTED** to approve removing past Board Members from, and adding Mr. Liu and Ms. Doerr to, the Vanguard account.

To do so he read the following statement: Jared Liu and Kristi Doerr, the Board President and Treasurer, respectively, are duly authorized by resolution of the board of directors to act on behalf of the organization in connection with any Vanguard mutual fund accounts and/or Vanguard Brokerage Accounts owned by the organization. Each such signatory is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; engage in margin and option trading (if available) on Vanguard Brokerage Accounts owned by the organization; and execute any necessary documents in connection with those securities and/or the Vanguard mutual fund accounts and Vanguard Brokers Accounts owned by the organization.

With several Digital Materials Bills in the CT House/Legislature does the Board want to get involved in more political advocacy? Who will represent the Library if we do, the Board, the Director, etc. Mr. Liu would like to form an ad hoc Public Policy Committee to explore what the Board sees our role in this should be.

Other Business: Ms. Stahura stated she hoped the Library and WACA would have a good relationship since she feels our goals align. There is a Waca meeting at Town Hall on May 7th at 6pm.

She also stated the Board Sponsored Events Committee was holding a Thank You Brunch for the Bookseller Volunteers. The brunch will be paid by Bookseller funds and is March 30th at Noon. Board Members are invited to attend.

The Meeting was adjourned on a motion duly made by Ms. Doerr, seconded by Mr. Elliott, it was unanimously **VOTED** to adjourn at 8:18p.

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

Respectfully submitted,
Art Elliott
Secretary