

Wallingford Public Library Association
Board of Managers Meeting
April 28th, 2025
7:00 p.m.

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, April 28th, 2025.

Board Members Present In-Person: Lisa-Marie Bellmore, Jaime Hine, Maria Rodrigues McBride, Art Elliott, Andrew Whitehouse, Willi Stahura, Deron Chang, Trish D'Oliveira, Robbin Jackson, Umera Raza, and Kristi Doerr, Pat Bentley, Jared Liu, & Board Fellows Megan Grossman & Kate Zolner

Board Members Present Virtually: Suzanne Wright

Board Members Absent: Dara Solan

Also Present: Library Director Sunnie Scarpa

President Jared Liu determined that a quorum was present and called the meeting to order at 7:02 p.m. Roll was called with all Board Members acknowledging.

Public Comments: None

Departmental Update: None

Approval of Minutes: The Board reviewed the Minutes of the March 24th, 2025, Board of Managers meeting, the March 25th Marketing Task Force meeting, the March, 27th Strategic Planning Committee meeting, the April 2nd & 14th Public Action Task Force meeting, the April 15th Retirement/Benefits Committee Meeting, the April 21st Financial Advisory Committee Meeting, and the April 22nd, Development Committee meeting.

Mr. Liu found a correction in the Development Committee Minutes and Mr. Chang stated he had a small correction to make on the Strategic Planning Committee Minutes, both will resubmit.

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

Treasurer's Report:

- In the March meeting, we reported a total balance of \$4,035,047 in the bank accounts as of February 28th. The total balance of the bank accounts as of March 31st was \$3,804,827. That's a total decrease of \$230,219 for the month of March.
- As of March 31st, our year to date net income was a loss \$273,101.62 vs. our budget loss of \$55,716.76, an unfavorable difference of \$217,384.86
 - For Income, we are ahead of the budget by \$50,162.15 due to a \$24,699.27 refund (previously reported) and book seller income of 18,001.42
 - For expenses, we were overbudget by \$355,924.18. 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 \$100,666 and Materials by \$20,451
 - We are overbudget on Capital Expense by \$412,884.
 - The Capital Expenses incurred relate to the study room project and are covered by prior year savings.
- On April 4th, the Library Business Manager determined that a fraudulent check had been cashed against the Library Checking account. TD Bank was promptly contacted and the existing checking account was frozen. A new account was setup and the funds from the old account were moved to the new account. The bank was provided a list of outstanding checks for the old account and the business manager has been monitoring to ensure they clear. The treasurer completed an affidavit stating that the check in question was fraudulent and the bank is working to recover the funds.

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

Library Director's Report: Ms. Scarpa started her report with some Staffing news. Meghan Currey, Head of Adult Reference Services started this very morning. The Board would like to welcome Ms. Currey to the Library.

On the other end of the spectrum, Julie Rio Assistant Director & Constant Spell Checker, handed in her resignation. May 2nd will be her last day. The Board would like to thank Ms. Rio for her dedicated work, especially her stint as Acting Director before Ms. Scarpa was hired. Ms. Rio and Ms. Scarpa have worked to make the job description tighter, and to make the transition to a new Assistant Director as smooth as possible.

Tomorrow is the culmination of the One Book One Wallingford series for the year. Author Monica Wood will be at Dag Hammarskjöld Jr. High to discuss her book and meet the readers. Ms. Bellmore stated the book was very good and made her cry.

The Library has partnered with Moses Y. Beach and the Dept of Youth and Social Services for a series of programs around The Anxious Generation. On Wednesday May 7th we'll show Screened Out at 6:30p.

During the Public Meeting on the Proposed Budget, there were no questions for the Library. There will be another Meeting on May 6th, and the final vote will be on May 16th.

The Study Room/Staff Office project is complete, and all the spaces were immediately put to use. Two of the new study rooms get natural light, and have a view of Main St. All the offices and study rooms look organic and integrated, like they've been part of the Library the whole time. Most of the invoices have come in, though one large one is still outstanding. Two of the tables will need new tabletops, as the ones in there are comically small for the space.

All in all, the project came in under budget. It was budgeted for 750k and should come in between 600 & 650K.

The HVAC units, which have been stored by the town, will be installed on Weds. There should be very little disruption to Library Business. The front drive will be closed to traffic, and for a short time the Children's Library may be emptied of Patrons.

Committee and Taskforce:

Marketing: Ms. Bellmore said they had a very productive Meeting. Library Staff joined as well, Christopher Ciemniewski Took lots of notes. The Committee will meet again soon to go over social media initiatives.

Strategic Planning: Mr. Chang stated the Committee was working on refining the goals and refining the language around the goals. Mr. Serow and Ms. Scarpa will present their first draft at the next Committee Meeting, and all is on track to bring it to the full Board at the June Meeting.

Public Advocacy: Mr. Liu let us know that two Meetings were held in April. The first covering under what circumstances the Library would engage in Public Policy/Advocacy. On the Local Level (within Wallingford and its surrounding areas) the Board is encouraged to Advocate for, and inform people about, the Library.

On the Non-Local Level any action would have to A) clearly and definitely advance the interests of the Library and B) fit into an existing Committee's prevue. If taking action, the Board would also consider the weight it would put on the Library Director's time.

The Board also strongly feels that being part of, or forming, a coalition would be the preferred way to Advocate.

Retirement/Benefits: Ms. McBride said the Committee met to discuss the results of the Staff Survey. Fifteen surveys were turned in, by about half full time and half part time employees. Most of the surveys showed a positive Staff position on the Benefits offered. The most common ask was for more Flex Time, and Remote Work, though any part of their shift at the Public Service Desk cannot be Flexed.

Ms. McBride suggested a benchmarking analysis of Benefits versus other Libraries/Organizations of similar size, to see where we can improve, or if we need to make any changes.

On a motion made by Mr. Whitehouse, and seconded by Ms. Wright, it was unanimously **VOTED** to approve up to 2,500\$ to hire a consultant to carry out the analysis.

Financial Advisory: Ms. Oliveria stated that the quarterly performance was down 1.9% and may go lower, but on a long-term vision we're doing well, and will stay the course. Our current policy is to draw down our investment funds by 3 to 6%. There might be a time when we won't be able to reach that goal.

Mr. Liu and Ms. Doerr have started the process of opening new accounts at Vanguard to move money into to keep each account below the 250k FDIC limit.

Bob Carmody, former Board Member and current Finance Committee Member will be stepping down. He's been involved with volunteering with the Library for 25 years.

The Named and Restricted Funds have now been split into three groups: Permanently Restricted, Partially Restricted, and Temporarily Restricted – to more accurately reflect any donor applied restrictions. Those funds will be spent down first and tracked along the way.

Development: Mr. Liu stated the previously adopted Naming Document will not be put out publicly. Each Naming opportunity is also an opportunity to build an ongoing relationship for giving.

President's Comments: Mr. Liu asked if the change to 7pm was worth continuing. All members replied in the positive, so we'll move the Monthly Meeting start times to 7pm.

Mr. Liu will not be at the May Meeting so Mr. Chang gets to hold the gavel.

The Volunteer Appreciation Lunch will be on May 16th. As the Board Members are all volunteers, we are welcome to attend.

Board Fellow Megan Grossman will be graduating in the Spring so this will be her last Board Meeting. To thank her for her service to the Library, the Board will donate a book in her name, to the Library.

Other Business: Mr. Whitehouse will also not be at the May Meeting

The Meeting was adjourned on a motion duly made by Ms. Chang, seconded by Mr. Whitehouse, it was unanimously **VOTED** to adjourn at 8:27p.

The next meeting of the Wallingford Library Association is scheduled for Monday, May 19th, 2025, at 7:00p.

Respectfully submitted,
Art Elliott
Secretary