

**Wallingford Public Library Association
Board of Managers Meeting
September 22nd, 2025
7:00 p.m.**

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, September 22nd, 2025.

Board Members Present In-Person: Lisa-Marie Bellmore, Maria Rodrigues McBride, Art Elliott, Andrew Whitehouse, Willi Stahura, Jared Liu, Deron Chang, Robbin Jackson, Trish D'Oliveira, Umera Raza, Kristi Doerr, and Suzanne Wright

Board Members Present Virtually: Jaime Hine and Kate Zolner

Board Members Absent: Pat Bentley and Dara Solan

Also Present: Sunnie Scarpa, Library Director, Sam Lee Assistant Library Director, and Kayleigh Sprague, Head of Teen Services

President Jared Liu determined that a quorum was present and called the meeting to order at 7:05 p.m. Roll was called with all Board Members acknowledging.

Public Comments: None

Departmental Update: Kayleigh Sprague, Head of Teen Services gave us an update. The teen Summer Program had an increase of 25% over last year. The Library is using a new app to record reading time that seems to be much easier to use. The goal this year was 760 minutes. Ms. Sprague said it became more relatable when she told people that it amounted to only 15 minutes a day. A much more digestible number, more achievable. Programs were run with a more casual expectation, allowing her to speak with smaller groups and have one-on-one conversations with patrons. The grand prize this year was a 100\$ gift card. It was a very motivating prize.

Sixth graders could double dip in both the Children's Library summer reading program & the Teen program, to bridge the gap between those two Depts, and get them used to the new section.

Right now there's a lull as the high schoolers get used to their back-to-school schedules.

The Library has been using a new software called Library IQ, for a full year now, and it's allowing her to drill down deeper into the Collection's usage. Manga continues to be a very

busy section with 6,900 checkouts on 2,500 volumes and might need some additions. Teens aren't using reference and non-fiction for school papers as much, due to the internet, so she's in the process of re-tooling Teen Non-fiction.

The Teen Library of Things is doing very well. RPG kits and murder mystery games seem to lead the way. She'd like to expand without overwhelming Cataloguing.

October will be 'all Halloween' for Teen Programs. Halloween activities did very well last year, so she decided to lean into it for this year.

Approval of Minutes: On a motion duly made by Ms. Wright, seconded by Mr. Whitehouse, it was unanimously **VOTED** to accept the Minutes of the June 23rd Board of Managers Meeting.

On a motion duly made by Mr. Elliott, seconded by Ms. McBride, it was unanimously **VOTED** to accept the Minutes of the August 12th, 2025 Membership Committee Meeting, the September 12th, 2025 Governance Committee Meeting, the September 16th Governance Committee Meeting and the September 15th, 2025 Policy and Personnel Committee Meeting.

Treasurer's Report: Treasurer's Report

Bank Account and Income Statement Review – June:

- In the June meeting, we reported a total balance of \$3,683,765 in the bank accounts as of May 31st. The total balance of the bank accounts as of June 30th was \$3,845,974 That's a total increase of \$162,210 for the month of June.
- In line with the finance committee's review of the Vanguard Named and Restricted Funds, we increased the number account from two to four accounts, with new accounts for Temporarily Restricted and Partially Restricted.
- The June 30, 2025 P&L shows the full fiscal year activity.
 - For total income, we ended the year with \$3,645,645 of income – which was 39,583.04 higher than our budget. This was driven mostly by a \$29k from July 2024.
 - For total expenses, we ended the year with \$4,196,604 of expenses – which put us over budget on expenses by \$502,101. The expenses in excess of budget were driven by projects approved by the board and absorbed by prior year budgetary savings. Please note that employee expenses were underbudget by \$149,193 and capital projects were overbudget by \$576,678.
 - The total net income for the year was a loss of \$550,958.

Bank Account and Income Statement Review – July:

- The total balance of the bank accounts as of July 31st \$3,711,108. That's a total decrease of \$134,866 for the month of July.
- The total income for the month of July was \$308,754.
- The total expense for the month of July was \$423,042.

- Resulting in net operating loss of \$114,289 for the month.
- Please note the employee expenses were \$73,384 over budget for the month. This was due to July being a 3 pay period month.

Bank Account and Income Statement Review – August:

- The total balance of the bank accounts as of August 31st \$3,692,280. That's a total decrease of \$18,826 for the month of August.
- The total income for the month of August was \$314,079.
- The total expense for the month of August was \$273,956
- Resulting in net operating income of \$40,122.93 for the month.
- Please note the employee expense were underbudget in August, so that offset the overage from July.
- Additionally we are overbudget in furnishings and equipment as we purchased 17 computers.

Additional Notes:

- The old TD Bank operating account (100) will be closed .
- The Vanguard distribution was requested in August. Deposited in September

On a motion duly made by Ms. Wright, seconded by Ms. McBride, it was unanimously **VOTED** to approve the Treasurer's Report for June 2025, July 2025, and August 2025.

Library Director's Report: Ms. Scarpa welcomed Assistant Director Sam Lee to the Meeting. She handed out the Meeting dates for 2025-2026 and asked us to sign a card for a Member who donated over 250\$.

She reported that Summer Reading was extremely successful. Patrons seemed to really enjoy the Wallyworld theme. Fall Book Buzz now has three sessions and has grown to an hour and a half long. Since it's so in demand registrants are asked to RSVP after they sign up. Anyone who doesn't RSVP will have their slot go to someone on the waiting list.

September was official Library Card Sign Up Month. The Mayor drafted, and read out, a proclamation for the event. The video went out on the Library's, Mayor's, and Towns social media. In conjunction with the lawn signs seeded all over town, there were 100 new cards issued in the first two weeks.

The Library teamed up with three other Libraries, and CT Rail, to promote Libraries on the Hartford Line. CT Rail was very receptive to the program and, hopefully, next year all eight Libraries on the line will participate.

The English Language Conversation Group had its first meeting and was nicely attended. There's also a Bilingual Storytime as well.

Staffing Updates: Ms. Lee has taken to the Assistant Director role very quickly. A FT Cataloguing position is open, as well as Head of New & Emerging Technology, as Janet Flewelling accepted a job in the Cheshire Library.

The Annual Association Meeting is next month. Special Guest Chef Bun Lai will present the documentary Blind Sushi.

Facilities Update: the Library's gutters have been repaired, and the brick façade was cleaned. Both were started withing the timeline to allow them to be in the Dept of Public Works 2024-2025 budget.

The new study room/staff offices were completed for just under the estimated cost of 600,000\$.

Legislative Update: new State regulations came down in reference to removing "questionable material." The Town set forth very a specific timeline. The new policy draft needs to be submitted by the Library Oct. 1st. It will come back to the Board for approval. Then the approved draft needs to go back to the State by Dec 1st.

The Yeaton funds are being liquidated and may arrive this month. Next Thursday, Sept 25th, there will be a celebration for the Fitzsimmons Mural in the Children's Library. Cider and cupcakes to be served.

Committee and Taskforce:

Membership: Ms. Raza showed off Merch for Members. Lifetime Members get a tote bag, 100\$ donors will get a car magnet, and there are stickers & bookmarks, as well.

The membership draft letter is done and will go to any patrons whose address we have. Membership emails are ready to go to current members to renew. We will recognize Dan McDonnell at the Annual Meeting to join the Samuel Simpson Society.

Governance: Mr. Liu stated that Board member Ms. McBride will be stepping away from the Board. Ms. Bentley is also parting with the Board. Ms. Bentley hopes to join the Governance Committee to continue to assist the Library. We thank both Ms. McBride and Ms. Bentley for their time on the Board and wish them the best moving forward.

Mr. Hine walked us through the Board member Interview process. Three candidates were interviewed for the two vacated Board positions.

On a motion duly made by Ms. D'Oliveria, seconded by Mr. Hine, it was unanimously **VOTED** to nominate Jesse Minneman for a term on the Wallingford Library Association Board.

On a motion, duly made by Mr. Whitehouse, seconded by Ms. D'Oliveria, it was unanimously **VOTED** to nominate Jon-Paul Venoit to a term on the Wallingford Library Association Board.

On a motion duly made by Ms. Stahura, seconded by Mr. Whitehouse, it was unanimously **VOTED** to renominate Ms. Bellmore, Mr. Hine, Ms. Solan, and Ms. D'Oliveria to another term on the Wallingford Library Association Board.

On a motion duly made by Ms. McBride, seconded by Ms. Raza, it was unanimously **VOTED** to nominate the Office Slate, for 2025/2026, Mr. Liu as President, Ms. Wright as 1st Vice President, Mr. Elliott as 2nd Vice President, Ms. Bellmore as Secretary, and Ms. Doerr as Treasurer for the Wallingford Library Association Board.

On a motion duly made by Mr. Elliott, seconded by Ms. Doerr, it was unanimously **VOTED** to nominate Jack Beecher, Anne Porier, Erin Benham, and Pat Bentley to the Governance Committee for the Wallingford Library Association.

Policy & Personnel: Ms. Wright briefly recapped the new State regulations and how we complied. The draft of our new policy has been submitted to the State. It will come back to the Board to vote on in November.

President's Comments: Mr. Liu wished Ms. Jackson a Happy Birthday. It was also the two-year anniversary of Ms. Scarpa as the Library Director. The annual Director Review will be slightly later this year, hopefully in November. Ms. Zolner will present a Library panel at the Yale School of Management.

Other Business: Board Members were invited to participate in the Library's booth at Celebrate Wallingford on Oct 4th and 5th. Ms. McBride said thank you and goodbye to the Board.

On a motion made by Mr. Elliott, and seconded by Mr. Chang, it was unanimously **VOTED** to adjourn the meeting at 8:34p.

The next meeting of the Wallingford Library Association is scheduled for Monday, October 27th, 2025, at 7:00p.

Respectfully submitted,
Art Elliott
Secretary