

Wallingford Public Library Association
Board of Managers Meeting
January 26th, 2026
7:00 p.m.

The meeting of the Wallingford Public Library Association Board of Managers was held virtually on Monday, January 26th, 2026.

Board Members Present: Art Elliott, 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, Kate Zolner, and Emily D’Arco

Members of the Public: Christina Tillbrook

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 7:03 pm. Roll was called with all Board Members acknowledging.

Public Comments: Mr. Liu introduced Emily D’Arco as our new Board Fellow from Yale.

Department Report: Meghan Currey, Head of Adult Programming will be rescheduled due to the library snow closure.

Approval of Minutes: On a motion duly made by Mr. Venoit, seconded by Ms. Raza, it was unanimously **VOTED** to accept the Minutes of the December 15th Board of Managers Meeting, the Minutes of the January 5th Policy & Personnel Committee Meeting, and the Minutes of the January 21st Benefits Committee Meeting.

Treasurer’s Report: Treasurer’s Report

Bank Account and Income Statement Review – December:

- All bank balances in all funds totaled \$3,902,800.
- Net Income 12/31 = \$67,386 + YTD = \$166,040

Other Notes:

- Jared, Kristi, and I worked on transferring the accounts into Jared’s and my name.
- Also opened the new M&T account to replace Bankwell

- Lastly, we have the finance committee meeting tomorrow night and will be working on the new budget

On a motion duly made by Ms. Wright, seconded by Ms. Stahura, it was unanimously **VOTED** to approve the Treasurer's Report for December 2025.

Library Director's Report:

Programming Updates: Coffee & Connections just had its one year anniversary and has been a packed house since its inception. The group has grown to about 35 people some weeks and has spawned subgroups (hiking, mahjong, knitting, etc). Members will sometimes go out to lunch, and even had a potluck party.

Hibernation book club with 67 attendees to discuss Bleak House!

OBOW reveal this Thursday, January 29th at 7pm and there will be cake!

Staffing Updates: Reference assistant and Collaboratory LTA, and another part-time Collaboratory LTA will be hired soon.

Yeaton Update: No update, still waiting!

Budget Update: First draft of the budget was sent to the committee, a meeting scheduled tomorrow (1/27) to discuss and will be finalized for February's board meeting

Random Updates: The quadrennial tax exempt document was approved by the town and CT Charity Tax Exempt certificate was filed. Letters sent to Town Council members to connect, visit, and discuss how wonderful the library is...so far there have been 4 responses.

Board of Managers Yearbook will be updated this year and new members will receive an email with questions and request for a photo.

Baker & Taylor closed, they are the largest book supplier, therefore, the volume is now going to smaller suppliers means slower turnaround times so they are ramping up but it's taking time. Ingram wholesaler has met the challenge so far. Books are not coming in processed now so it is taking more time for our staff. Budget committee will discuss adding part-time hours to adapt.

Buildings & Grounds Update: Ms. Scarpa sent email to Rob who said he would try to put the roof in this budget and will send someone over to assess roof needs. Parking lot is back in the budget for this year.

Mr. Chang asked about cyber security and Ms. Scarpa confirmed we do have IT precautions and insurance.

Committee and Taskforce:

Benefit Committee: Mr. Venoit reviewed meeting. Committee reviewed benefits and benchmarks with Ms. Scarpa. Some were lagging and Ms. Scarpa will investigate costs in time for the next meeting. Benefits study will be sent to Board Members.

Policy & Personnel: Ms. Wright discussed policy review calendar. Many had no changes but Ms. Lee revised the format for consistency. Once completed, a new organized booklet will be distributed.

- Conflict of Interest Policy, Board of Managers.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Conflict of Interest Policy, Board of Managers.
- Connecticut Collection Policy. No changes.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Connecticut Collection Policy.
- Discarded Materials and Equipment Policy. No Changes other than format.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Discarded Materials and Equipment Policy.
- Distribution & Posting of Non-Library Materials Policy. Purpose and scope updated with number of changes. Mr. Liu suggested a few grammatical fixes.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Distribution & Posting of Non-Library Materials Policy.
- Exhibits Policy. Mr. Hine suggested proof of insurance language update. Mr. Liu asked about when insurance is required. Ms. Scarpa said discussion was had but it would be in unusual circumstances like priceless works of art or a costly exhibits. Ms. Jackson mentioned artists, even local, should have insurance to display other than children's art, even if only a waiver is signed. Ms. Wright stated the release form does have waiver language. Mr. Liu questioned curation parameters other than age appropriateness and was unclear about community interest and thought mention of artistic ability is problematic. Ms. Jackson asked if a review committee would be helpful. Ms. Scarpa said Management Team could be the committee. Mr. Minneman asked about overlap with acquisition policy. It was decided to remove artistic ability language. Committee was

discussed with bringing community members in on case by case basis. Mr. Liu brought up point about mounting/displaying/hanging and updating language.

- On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Exhibits Policy.
- Gifts Policy. Format updated, changed amounts of values to keep with current financial expectations.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve Gifts Policy.
- Meeting Room Policy. No changes. Mr. Liu asked why weddings and baby showers are not permitted. Ms. Scarpa said she's not sure about the history but the room availability could be an issue, especially since rooms can't be booked more than 3 months in advance. The Board can rethink but logistics should be carefully considered. Mr. Chang said it could be an idea for income but it would be a lot of work to decide on pricing and planning. Ms. Raza agrees with taking on the challenge.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, after discussion, the motion was withdrawn by Ms. Wright.
- Naming Opportunities Policy, Board of Managers. Procedures put in place for naming and framework for development committee naming requests.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Naming Opportunities Policy, Board of Managers.
- Non-discrimination Policy, Board of Managers. Revised to meet current state statutes.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Non-discrimination Policy, Board of Managers.
- Original Reproduction Policy. No longer relevant/needed.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to sunset the Original Reproduction Policy.
- Photography & Recording Policy. No changes. Mr. Liu asks why media has open door policy that doesn't apply to others. Mr. Chang suggested adding credentialed member of the media. The line will be deleted. Mr. Liu asked why person is "strongly encouraged" rather than required to seek permission from

other patrons. Ms. Lee and Ms. Scarpa said that being a public building causes issues to require permission. Mr. Whitehouse asked about building signage which was confirmed by Ms. Lee due to security cameras. Ms. Lee suggested distinguishing personal use recordings only. Policy will be brought back to the committee and motion was withdrawn.

- On a motion duly made by Ms. Wright, seconded by Mr. Elliott, after discussion, the motion was withdrawn by Ms. Wright.
- Procurement Policy, Board of Managers. Increased amounts because everything costs more money now.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Procurement Policy, Board of Managers.
- Volunteer Policy. Cleared up volunteer responsibilities and rules, and discussed background checks which will be discussed at next committee meeting.
 - On a motion duly made by Ms. Wright, seconded by Mr. Elliott, after discussion, the motion was withdrawn by Ms. Wright.

Other Business: None

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. Whitehouse.

Start time: 8:25pm

On a motion duly made by Mr. Elliott, seconded by Mr. Minneman, it was unanimously **VOTED** to exit Executive session.

End time: 9:09pm

President's Comments:

- None

On a motion made by Ms. Stahura, and seconded by Ms. Raza, it was unanimously **VOTED** to adjourn the meeting at 9:10p.

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

Respectfully submitted,
Lisa-Marie Bellmore
Secretary