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Willoughby Wallace Memorial Library

Committee Meeting Minutes

January 8, 2025—**special meeting**

The meeting was called to order at 6:42 p.m. by Chair John Malick

Also attending: John Nelson, Tom Pfaff, Bob Dargan, Erin McCarthy, and Jennifer Sullivan, Library Director.

Public comment: No members of the public attended the meeting.

Approval of Minutes: Minutes of the December 4, 2024 meeting were edited to correct a date (changing January 9, 2025 to January 8, 2025), and a few misspellings. Once corrected, the minutes of the meeting of December 4, 2024 were approved as presented (Dargan, Nelson/Pfaff)

Financial Report: The balance of the WWML account as of November 30, 2024 was \$163,964.62.

Director's Report:

- a. The LION Technology update is almost complete. The last step of having the HVAC system connected with the LION system is pending.
- b. Financial Advisor Paul Hipsky is available to meet with the Board at the next meeting scheduled for March 12, 2025. Board members all expressed agreement with this meeting date.
- c. Director Sullivan met with First Selectman Jamie Cosgrove regarding the outdoor improvement project. Following a discussion of required actions when improving town property/facilities, it was decided that Mr. Cosgrove and the Friends of the WWML should meet directly to review the same. The Board recommended that any future plans related to the WWML property (building/property) come before the Board prior to any actions being planned/taken.

d. Director Sullivan shared that two staff people working on Sunday were let go due to unavailability on other operating days/times. A new staff person was hired in late November and interviews are ongoing for another vacancy. Board members encouraged Director Sullivan to talk with the Town regarding the creation of a “sub” or “flex” position - in which someone already approved and on the Branford payroll could be called in to cover for staff illnesses and other unexpected events.

e. Director Sullivan is planning on requesting salary support necessary to hire a Children’s Librarian. Additionally, at the Board’s recommendation, she will request funds for staff trainings.

Review of Gallery Conference Room Use Policy: Board reviewed the policy, checklist, and application. Board members recommended that all communication between the room “requestor” and WWML be handled by the Library Director; additionally she is the sole “approving party” for room use.

Plans for March 12, 2025 meeting: Board Members discussed adding Board Membership to the agenda. This will be included under New Business.

The meeting was adjourned at 8:32 p.m. (Dargan, Nelson)

Submitted by Erin McCarthy, *Secretary Pro Tem* for this meeting