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BRANFORD TOWN CLERK

Willoughby Wallace Memorial Library
Committee Meeting Minutes
March 12, 2025

The meeting was called to order at 7:00 p.m. by John Nelson

Also attending: Jo Buchanan, Erin McCarthy, Tom Pfaff, and Jennifer Sullivan, Library Director. Invited Guests: James Finch, Finance Director, Town of Branford and Paul Hipsky, Managing Director at RBS Wealth Management

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

Approval of Minutes: Minutes of the January 8, 2025 meeting were approved as presented (Pfaff, McCarthy).

Financial Report: The balance of the WWML account as of February 28, 2025 was \$165,205.48.

Presentation/update on WWML Fund from Paul Hipsky, RBC Wealth Management:

Mr. Hipsky led a detailed review of the WWML RBC Portfolio with members of the Board and Mr. Finch. Board members were pleased with the past strategy regarding asset allocation and holdings. Given recent financial events and anticipated uncertainty in the financial markets, Board members rearticulated their understanding and support of Mr. Hipsky's ability to make adjustments to the portfolio within the existing WWML policy in order to rebalance the accounts based upon financial market changes.

Library Director's Report:

- a. Director Sullivan shared the FY26 Library Budget. Specific questions were asked/answered. No edits/changes were advised.
- b. The WWML Friends and First Selectman Jamie Cosgrove met to discuss the Outdoor Library Project. By all reports, it was a positive meeting that outlined future steps and collaboration.
- c. The Summer Reading Programming is in full swing.
- d. Director Sullivan shared that the Gallery would be undergoing a "refresh" that would include painting the walls and replacing the carpet. The funds for the same would be provided by the Town Capital funding.

1. Board members and Director Sullivan discussed future items to update/replace may include the AV equipment in the Gallery. Funding for this project, or similar ones, could come from a few different sources.
2. Board members brought up the Librarian's Discretionary Fund and reviewed the same with Director Sullivan.

e. Following up on January's meeting, Director Sullivan shared that the Town was not supportive of a sub/flex position to be utilized in case of absences and medical/family leave. Lastly, the IT system between WWML and the Town have been separated and the library is fully under LION IT's purview.

Old Business:

None.

New Business:

Related to the conversation regarding Board Membership, the Town Clerk was unable to locate the WWML Board Bylaws. A search will be conducted in the WWML records area to try to find a copy. Additionally, Board members reviewed their term expiration dates and discussed any potential seat openings.

Plans for May 14, 2025 meeting: Director Sullivan and Board Members agreed to add a discussion regarding what content should be placed on the WWML website as a future topic.

The meeting was adjourned at 8:46 p.m. (Buchanan, Pfaff)

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