

**MEETING MINUTES**  
**Cromwell Library Commission**  
**Regular Meeting**  
**Monday, January 8, 2024**  
**at 6:30 p.m.**  
**The Arch Room**

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Jan 11, 2024 11:52A  
JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT

**Present:** Chairman Kathy Newton, Marie Roberto, Barbara Grotheer, Margaret Colella, Christina Schatz, Pat Branciforte

**Absent:** Martha Rennie

**Also Present:** Library Director Kara Canney, Gerald Seagrave, Paula Luna

**1. Call to Order:**

The meeting was called to order by Chairman Kathy Newton at 6:32 p.m.

**2. Approve/Amend Agenda:**

A motion was made by Barbara Grotheer to approve the agenda for Monday, January 8, 2024, seconded by Marie Roberto. *All in favor; motion passed.*

**3. Approval of Minutes of December 11, 2023:**

A motion was made by Margaret Colella to approve the minutes of December 11, 2023, seconded by Pat Branciforte. *All in favor; motion passed.*

**4. Town Council Liaison Comments:**

Mayor James Demetriades held a Zoom Community Forum on January 3<sup>rd</sup> from 7 p.m. to 8 p.m.. There were five Cromwell citizens in the forum, along with Town Council members Paula Luna, Jack Henehan and Town Manager Salvatore.

Councilwoman Luna attended the swearing-in ceremony for three police officers on Thursday, January 4<sup>th</sup>.

There will be a regular Town Council meeting on Wednesday, January 10<sup>th</sup>. On Thursday, January 11<sup>th</sup> and Thursday January 18<sup>th</sup>, there will be special Town Council meetings with department heads to talk about department budgets and department needs.

The town will have another vaccine clinic, held in the gym, on February 7<sup>th</sup> from 9 a.m. to 1 p.m.

**5. Citizens' Comments: None**

## **6. Reports:**

### **Chairman's Report –**

Chairman Kathy Newton had a brief discussion regarding the possibility of starting the Library Commission monthly meetings earlier. It was agreed upon to keep the meeting time at 6:30 p.m.

### **Library Director –**

**Staffing-** Director Canney is interviewing to fill a part time vacancy. A lot of candidates have been interviewed and it has been narrowed down to two candidates.

**Strategic Library Plan-**Library staff will begin using the Eisenhower Matrix template to determine what and when, during the upcoming three years, the library will be implementing the goals brought forward in the strategic plan. The Eisenhower Matrix is a way to organize tasks by urgency and importance, so you can effectively prioritize your most important work. The release of the plan has a tentative date of 3/1/2024.

**Food Scraps-**The library is currently exploring speakers and entertainers for upcoming events and school visits to promote the Town of Cromwell's Food Recycling Program this Spring.

**Budgets/Council Meeting-** Director Canney has begun working on the Library's 2025 Budget as well as talking points for the Library Presentation for the Council on January 18<sup>th</sup>.

### **Upcoming Events not to miss!**

*Chilly Chicks!* This year we are hatching chicks in the winter. Eggs arrive on the 23<sup>rd</sup> of January.

*Extended Study Hours* The library will be open until 9 PM on January 16<sup>th</sup> and 17<sup>th</sup> for high school students to prepare for exams. We will have pizza and therapy dogs available to make studying stress free.

*All About Opossums: Backyard Wildlife* February 17<sup>th</sup> at 2 PM the Ferncroft Wildlife Rescue will teach us about supporting wildlife in the winter and wildlife rehabilitation and snap a photo with an opossum!

**Statistics** -Director Canney stated that stats look great; they are either moving up or staying the same. The Hoopla number last year vs. this year, 290 vs. 422 has increased significantly – the library is spending an average of about \$1,000 a month.

One of the door counters is currently broken, so the door count numbers may be a little off because of that. The door counter is being repaired.

**Finance Report –**

Director Canney said the encumbered money amount of \$27,705.77 is the same amount as last month's report. All of the requisitions have come out of the gift account, so the encumbered amount stayed the same.

A motion was made by Pat Branciforte to accept the Library Director's Report and Finance Report, seconded by Barbara Grotheer. *All in favor; motion passed.*

7. **Old Business:** Jon Harriman was up on the library roof and he is concerned about the snow melting patterns. He took some pictures and sent them to Dave Stein of Silver Petrucelli. Dave thinks the venting system in the roof is the reason why there may be an issue with the snow melting. There will be a meeting with Silver Petrucelli to discuss heat loss in the roof.

8. **New Business:** None

9. **Other:**

Barbara Grotheer was reappointed to the Library Commission during the Town Council Meeting of December 13, 2023. Barbara's term ends in February of 2026.

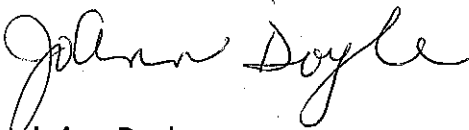
10. **Next Meeting Date:**

The next meeting date is Monday, February 12, 2024.

11. **Adjournment:**

A motion was made by Margaret Colella to adjourn at 7:25 p.m., seconded by Marie Roberto.  
*All in favor; motion passed.*

Respectfully submitted,



JoAnn Doyle  
Recording Secretary