

Russell Library Governance Committee Meeting

Wednesday, March 11, 2026, 5:30 PM

Attending: Brandie Doyle, Jennifer Hadley (Chair), Cindy Harrison, Ann Percival, Eamonn Wisneski, and community member Sylvia Lecky

1. Call to Order: Chair Hadley called the meeting to order at 5:32 pm.

a. Review Community Dialogue Framework

Chair Hadley cited the dialogue framework to listen carefully, actively, and respectfully.

2. Approval of Minutes

a. **MOTION:** Approve minutes of the January 14, 2025 Governance Meeting

Trustee Wisneski made a motion to accept the January 14, 2025 minutes as presented. Ann Percival seconded the motion. There were no questions or discussion. The motion passed unanimously.

3. Public Comment (Limited to 5 minutes) There were no members of the public present, nor had any emails been submitted that were relevant to the Governance Committee.

4. Unfinished Business

a. Meeting Room Use Policy

The committee reviewed suggested changes to the Meeting Use policy. A link was added to take readers to the Code of Conduct policy. Other changes were grammatical in nature.

Two forms to reserve the Hubbard Room were reviewed for alignment with the policy. One form was for using the room for an event not sponsored by the library. The other was for a library sponsored event. When the Meeting Use policy is approved, Asst. Dir. Doyle will add the room use fee schedule to these Hubbard Room reservation forms.

A motion was made by Ann Percival to bring the revised Meeting Use policy to the Board of Trustees for approval. The motion was seconded by Cindy Harrison. There were no questions or discussion. The vote was unanimously in favor. Asst. Director Doyle will provide a clean and a tracked copy for the Board members to review prior to their vote at the upcoming Board meeting.

b. Corrective Discipline Policy

This particular policy was purposely written and approved by the Governance Committee in 2021 to align with the 2017 personnel rules that the City of Middletown uses. Changes made tonight consisted of one grammatical change and two punctuation changes. Following discussion, it was agreed that Asst. Dir. Doyle would speak with Justin Richardson in the city's Human Relations department to verify if the city had made any changes to their document since 2017, and to run the three minor changes past him for comment. She will also check in with staff about the changes.

c. Review Standardized Agenda

This item was tabled until the next meeting. Trustee Wisneski suggested that wording be added to indicate that the template is for guidance only and that the format of the meeting is up to the chair.

d. Board self-evaluations

This item was tabled until the next meeting.

e. Discuss Board and community members for the committee

Community member Sylvia Lecky has been invited to join the Governance Committee. She will consider the invitation and share her decision with the committee.

5. New Business

a. By-laws – are there any changes we need to consider?

Two suggestions for changes were offered: Aligning Company trustee term limits with those of the city’s by-laws and to add specific wording to identify the procedure for filling the vacancy of an officer on the board. There was insufficient time to discuss these. This item will be moved into Unfinished Business at the May 13th meeting.

6. Discussion of Items to be Placed on Next Agenda

Unfinished Business:

- a. Corrective Discipline Policy
- b. Review Standardized Agenda
- c. By-Law Changes
- d. Board Self-Evaluations

New Business:

- a. None

7. Announcements

There were no announcements.

8. Open Forum/General Good and Welfare

None.

9. Additional Public Comment

There was no additional public comment.

10. Adjournment

Cindy Harrison made a motion to adjourn the meeting. Eamonn Wisneski seconded the motion. There were no questions or discussion. The motion passed unanimously. The meeting was adjourned at 6:39 pm.

Next regular Governance meeting: Wednesday, May 13, 2026 at 5:30 p.m.