New Library Exploratory Committee
Special Meeting Minutes
Monday June 8, 2026, 6:30 pm
Municipal Office Complex, Meeting Room 3

Meeting called to order 6:29pm

Members present: Maureen Sullivan, Shea Jezek, Laurel White, Dawn Barlow, Elizabeth Dillon, Deborah Willard. **Alternate members present:**Jennifer Esty, James Leatherbee
Also in attendance: Evelyn Morgen, Library Director
Absent: John Bielot

Review and Approval of May 28, 2026 minutes: Motion made by D Willard, 2nd made by S Jezek, and approved unanimously

Review of Meeting Schedule: The original meeting schedule proposed at the May 28, 2026 to meet on the second and fourth Monday in June and the, if possible, meet on the second and fourth Tuesday for the remainder of the schedule is in conflict with some members. Chair, M Sullivan will confer with L Ziemienieski, Executive Assistant to the First Selectmen who manages the calendar for town meetings, about making a change to the first and third Tuesdays starting in July. Motion to accept proposed changes to the calender: D Willard, 2nd E Dillon Meeting start time being either 6:30 or 7:00 pm is yet to be determined. M Sullivan will resolve and bring proposal to the next meeting.

Discussion of Activities Listed in the Charge to the Committee (Section 4): M Sullivan prepared two wall mounted action item sheets, the first itemizing and organizing into three phases the items list a-l in the charge the committee received.

Phase1-**Gain Information and Knowledge** June-July

Review

-Accessibility Guidelines, update the 2022 Report ones, or correct as needed
-Current CSL (CT State Library)
-Town owned and other potential sites

Meeting discussion included the addition of:

-Visit Library sites, with a guide to assist careful reflection

Phase 2-**Develop Recommendations** August-October

Meeting discussion included the addition of:

-Outline community meetings plan

Phase 3-**Prepare Draft Plans and Descriptions** November-January

-Community input
-Submit Report to Board of Selectmen (February 2027)

Review and Discussion 2022 Final Report of the New Library Study Committee
Members were asked to review the 2022 report at the May 28, 2026 committee meeting. Discussion included the following:

-Add the mission statement along with a logo to the first page of the new report this committee will prepare.

-Do a new survey to gather up-to-date community input

-Questions surrounding some of the language in the 2022 report suggested that certain town departments may be resources

-Include students in the conversation

-Make certain to bring forward what is important to the patrons at the current library buildings

-Consider that the 2022 survey may have been ignored by those who can not access the libraries because of physical limitations

Initial Work Plan

-Consideration of specifications for modern library space/land requirements size/capacity is available in the 2013 Aspen Report, which E Morgen will provide to members

-Grant and Funding restrictions need to be understood early in this phase. E Morgen and M Sullivan will check into CT State Library guidelines

-Review of currently funded Library Grants requested to help determine how restrictions might be applied and how mandates are met

Tentative Timetable
M Sullivan believes strongly that the time plan proposal is attainable, the committee members agreed

Digital Document Storage

-J Esty suggested that Digital Document Storage be set-up for the committee information gathered by the committee. E Morgen said that J Bielot will address this.

Review of Possible Logo design

-J Bielot prepared two suggested designs. Discussion regarding the Mission Statement and design alignment. This item is moved to the next meeting, June 22, 2026

Communication Plan
M Sullivan presented a draft to outline different groups for communication:

-Community

-General

-Town Groups and Agencies

Meeting discussion included the addition of:

-Teen Advisory board

-students

-Board of Education

-Town Commissions

-PTA
-Board of Selectmen:Quarterly reports and submission of the final report
-Library Staff
-Library Board
-Friends Groups

There was initial discussion of some methods to be used:

-Reminder that **Audience of Citizens** contact information should be announced at the beginning of these committee meetings. Audience of Citizens email is directed to E Morgen, Library Director evelyn.morgen@easthaddamlibrarysytem.org

-L White drafted a suggested publicity article describing the New Library Exploratory Committee and asked if something like this could be submitted regularly to the newspaper. Discussion led to E Morgen taking on this role and M Sullivan suggesting that once per month is sufficient.

-Discussion of the title A Path Forward, which grew organically from the Board of Selectmen presentation February 2026.

The committee discussed the need to pace communication to the community to avoid alienating the community. The committee agreed that participation by current library staff is important. The committee discussed the need to prepare ourselves better to answer questions from the community. Questions were asked about finding out where the Library stands in the Long Range Planning for the town, and how do the libraries rank in value to our community. E Morgen will speak with the Library Liaison, Selectman T Sevigny regarding this. E Morgen will share with the committee a graduate thesis, written by a community member that describes a modern library and how it positively impacts the community financially. The community and members of this committee are reminded that reports and minutes are available on the town website, easthaddam.org ; and the library website, easthaddamlibrarysystem.org

Audience of Citizens

There were no Audience of Citizens emails received

Meeting Adjourned at 7:27, the motion made by E Dillon, 2nd made by S Jezek

Next meeting is on June 22, 2026 at 6:30pm in Meeting Room 3, Municipal Office Complex

Respectfully Submitted, Laurel White, Secretary