New Library Exploratory Committee
Special Meeting Minutes
Thursday May 28, 2026, 6:30 pm
Municipal Office Complex, Meeting Room 3

Meeting called to order 6:30pm

Members present: Maureen Sullivan, Shea Jezek, Laurel White, John Beilot, Dawn Barlow, Elizabeth Dillon, Deborah Willard. **Alternate members present:**Jennifer Esty, James Leatherbee
Also in attendance: Evelyn Morgen, Library Director, Todd Gelston, First Selectman, Linda Ziemienieski, Executive Assistant to the Board of Selectmen

Introduction of Members
Explanation of Process
T Gelston opened the meeting welcoming all present. Following a brief explanation of the process of this committee, members introduced themselves.

New Business
T Gelston then asked for nomination to each of the executive positions needed for this committee.

A. T Gelston asked for a nomination for the Chairperson. Maureen Sullivan is nominated by J Beilot, 2nd E Dillon-nomination passes unanimously
B. T Gelston asked for a nomination for Vice Chairperson. Shea Jezek is nominated by D Willard, 2nd L White-nomination passes unanimously
C. T Gelston asked for a nomination for Recording Secretary. Laurel White is nominated by S Jezek, 2nd J Beilot-nomination passes unanimously

A further discussion of parameters for this committee to meet regarding quorum for this committee. A two-thirds majority is needed to meet quorum, which equals four out of seven members. Alternate members can be appointed to meet quorum.

With the executive seats appointed, T Gelston excuses himself from the meeting.

D. Discussion of meeting schedules ensued, bringing L Ziemienieski into the meeting. She manages the master schedule for room use at the Municipal Office Complex. L Ziemienieski also explained the differences between Regular and Special Meetings. After meeting schedules are posted for 30 days, meetings become Regular meetings. Anything scheduled within a 30 day time frame is considered a Special meeting and has certain restricted actions. Once the Town Clerk posts the proposed meeting schedule, it

becomes a Regular Meeting schedule after 30 days. Any changes to that Regular schedule that occur more than 30 days before the proposed change, can still be considered a Regular Meeting, less than 30 days forces a Special Meeting.

L Ziemienieski feels Meeting Room 3 is best for this committee as J Beilot knows how to work the A/V set up for public access and recording on the town's YouTube channel.

M Sullivan asks how the previous study committee managed the schedule and it is determined that initially the committee met once per month but that meeting two times per month was needed to finalize the reports and prepare to present to the Board of Selectmen.

The committee determines that the second and fourth Monday of the month is best. There are a few dates within that schedule that have conflicts with holidays or other usage of the room. Consideration of alternate dates around those few conflicts is discussed.

General Discussion

A. L Ziemienieski discussed the Ethics agreement included in the committee documents provided for this meeting. Each member needs to have this agreement filed with the town. Several members may have already signed this in other committees they sit on, otherwise all must submit this to L Ziemienieski. She further explained that the Ethics Commission is considering changes and this may result in a new agreement being drafted. That will require each member to sign a new document later in time.
B. Other:
    a. Audience of Citizens procedure is discussed. Public questions should be submitted to the Library Director, E Morgen. emorgen@easthaddamlibrarysystem.org
    b. Agenda preparation discussed
    c. Developing a working plan is discussed
    d. Discussion of members becoming familiar with the 2022 Library Study Report. Four members need the 2022 Library Study Report- E Morgen will make these arrangements
    e. Discussion of left over funds from the 2022 Study Committee-approximately $4000. This can be used for small costs incurred. For example, printing four copies of the 2022 Study Report and the printing of the final report this committee prepares and presents to the various town departments for review. Requesting these funds is done through the Board of Selectmen. E Morgen will follow up with L Ziemienieski about funds for these member copies.
    f. M Sullivan directed each member to review the Charge this committee was given. Questions are addressed. It is determined that Section 4 of the Charge- Items a-l -form the framework for a working plan. It is further decided that these items will be divided up at the next meeting of this committee in June.
    g. The meetings for June 8 and June 22 will be Special Meetings as they fall before the thirty day filing requirement. Regular meetings will begin in July.

h. Agenda submission is discussed. Special Meetings require submission 24 hours in advance and Regular Meetings require 48 hours in advance. J Beloit recommends filing for Monday meetings no later than Thursday of the previous week. These are filed with the Town Clerk and L Ziemienieski.
i. M Sullivan strongly supports committee participation in the development of the agenda. All suggested items should be submitted to M Sullivan to be added to agendas
j. The February 2027 deadline is discussed. The committee was charged with an eleven month time frame, it took a month of this time to appoint the members. J Beilot explained that this date is to take advantage of submission before the budget is determined. If the committee needs more time to complete the report, asking the Board of Selectmen for an extension can be considered.
k. J Beilot explained that the previous study committee was asked after the fact why Planning and Zoning wasn't included in consultation with that committee before they prepared their report. M Sullivan sees this interest as an opportunity to engage and get the other town departments on board with this committee. Identification of resources helps to lay the foundation for the support the New Library will need going forward.
l. The State Grant Process is described as having a lot of requirements and restrictions of use. There are very strict parameters in using these funds.
m. A significant discussion of engagement with stakeholders, the current library staff and the community ensued. Public outreach, collections of ideas and suggestions, interim presentation opportunities with community organizations, will garner tremendous resources of information. It will also garner greater support if the public feels their interests are being represented. This will be added to the next agenda for further exploration and implementation.

Audience of Citizens
There were no Audience of Citizens emails received

Meeting Adjourned 7:34, motion L White, 2nd D Willard

Next meeting June 8, 2026 6:30pm at Meeting Room 3, Municipal Office Complex

Respectfully Submitted, Laurel White, Secretary