

Wilton Public and Gregg Free Library
Special Trustee Board Meeting Minutes

September 30, 2025

The meeting was called to order at 9:04 AM at the Wilton Public and Gregg Free Library. (WPGF)

Attending were trustees Alison Meltzer, Bill Langille, Arlene Laurenitis, Ron Brown, Lynne Stone, Mark Worcester, and Library Director Arefe Koushki.

The purpose of this meeting was to help prepare the WPGF library budget for the Town of Wilton budget committee when we meet with them at the end of October.

A draft budget was prepared by director Arefe Koushki, using materials that had been prepared using information provided by Stephanie Dubreuil, the bookkeeper. ? Attached?

A line by line discussion of items followed.

Starting in 2026, it was suggested that several (Non Personnel) General Supplies be listed in specific categories. (such as cleaning supplies).

Under the Occupancy line, the roof maintenance line may need to change. Contract and Security Services costs are rising as are other maintenance items. Leasing Vs buying "copy and printing services" utilized by both the public and Library staff will be evaluated.

Under Payroll, the town money pays for the Bookkeeper for the town appropriation and the Endowment pays for the endowment portion.

The Health Insurance for the covered employees is covered and managed by the Town of Wilton and dependent on the town's choice.

The wages and salaries have increased to add a full time Children's Librarian now that we have full occupancy to the Children's/Young Adult area downstairs, and other COL increases retaining our for our staff.

We have been told that the Budget Committee is looking for transparency, especially in terms of the Endowment. Since the monies we have each year are a percentage of the total, the bookkeeping is backward looking and we will present information about what was spent in 2024 and so far in 2025. We will also present how the Endowment works and is to be managed.

The meeting adjourned at 10:20 AM (Arlene/Bill L)

The regular meeting of the trustees is scheduled for Friday, Oct. 17, 2025 at 8:AM at the WPGF Library.

Respectfully submitted,

Lynne Stone, Trustee 9/30/25

DRAFT