

# Sterling Library Board of Directors

## Regualr Meeting Agenda

Thursday-January 8, 2026

Sterling Municipal Building-Sterling Public Library

1183 Plainfield Pike Oneco, CT 06373

Time: 11:30 a.m.

1. Call To Order
2. Approval Of Minutes
  - a. 2025 July 17th Regular Meeting Minutes

Documents:

[STERLING PUBLIC LIBRARY MINS 7-17-25.PDF](#)

- b. 2025 August 8th Special Meeting Minutes

Documents:

[STERLING PUBLIC LIBRARY MINS 8-6-25.PDF](#)

3. Correspondence
4. Unfinished Business
  - a. Affirm Email Votes
  - b. 2026 Meeting Dates

Documents:

[LIBRARY BOARD OF DIRECTORS 2026 MEETING SCHEDULE.PDF](#)

- c. Election Of Chariman
- d. Election Of Secretary
- e. Trade Prior Story Room For Old Science Room
5. New Business
  - a. 2026-2027 Budget
6. Any Other Business To Come Before The Library Board Of Directors
7. Adjournment

**STERLING PUBLIC LIBRARY**  
**Sterling Municipal Building**  
**1183 Plainfield Pike**  
**PO Box 158**  
**Oneco, CT 06373**

***Board of Directors* MEETING MINUTES**  
**July 17, 2025**

The Sterling Public Library Board of Directors meeting was called to order by Chairperson, Penny Keith, Thursday, July 17, 2025 at 11:33 AM at the library.

**ATTENDANCE:** Penny Keith, Holly Wood, Lee Shippee, Judy Gooslin, Jan Cooper, Tyler Adams. Rachel Vincent, Librarian also attended.

**SECRETARY'S REPORT:** The minutes of the January 16, 2025 meeting were reviewed. Motion to accept by Holly Wood and seconded by Lee Shippee. Motion carried.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** Gagnon Sign will make an acknowledgement that Danny Sepe donated the funds for the electronic sign. Judy Gooslin made a motion to accept their proof and Jan Cooper seconded. Motion carried.

**NEW BUSINESS:** Motion to accept the revised paid time off policy by Jan Cooper and seconded by Judy Gooslin. Motion carried, and the policy will be appended to our by-laws.

We amended the days the library is closed section of the proposed by-laws and then Lee Shippee made a motion to accept them and Tyler Adams seconded. Motion carried.

Lee Shippee made a motion, seconded by Judy Gooslin, approving Susanne Tetreault working at the library up to 10 hours weekly at \$19 per hour. Motion carried.

Tyler Adams has been a great volunteer at the library. Motion to hire him as a fill-in employee at \$19 per hour by Holly Wood and seconded by Jan Cooper. Motion carried.

Rachel Vincent would prefer to not be the librarian, but to continue working at the library. Lee Shippee made a motion, seconded by Jan Cooper, that as of 10/1/25 Holly Wood will become the librarian and Rachel Vincent will be the assistant librarian. Their wages will change to Holly earning \$1,008.32 for two weeks and Rachel \$25 per hour. Motion carried.

Motion by Lee Shippee, seconded by Judy Gooslin to add a fourth new business item to our agenda. Motion carried. The recreation department is making a request for additional space. After discussion, Lee Shippee made a motion that we table the issue until we can meet with Jason Licciardi, recreation director, on August 6 and find out exactly what he wants. The motion was seconded by Jan Cooper and carried.

**ADJOURNMENT** at 12:35 PM. Motion to adjourn by Judy Gooslin and seconded by Lee Shippee. Motion carried.

Respectfully submitted,  
Penny Keith, Secretary pro tem/Bd. of Directors

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***Board of Directors* MEETING MINUTES**  
**August 6, 2025**

The Sterling Public Library Board of Directors meeting was called to order by Chairperson, Penny Keith, Wednesday, August 6, 2025 at 11:34 AM at the library.

**ATTENDANCE:** Penny Keith, Lee Shippee, Jan Cooper, Holly Wood, Judy Gooslin, and Tyler Adams.

ALSO in attendance: Librarian Rachel Vincent, First Selectman Lincoln Cooper, Recreation Director Jason Licciardi, and Board of Finance member Tracie Adams.

**OLD BUSINESS:** Discussion of recreation department's desire for additional space. Several suggestions were made, but Jason Licciardi decided to leave things as they are at this time.

**EXECUTIVE SESSION:** Holly Wood made a motion, seconded by Judy Gooslin to go into executive session at 12:23 PM. The motion carried, but no action was taken during the session. Holly Wood made a motion to leave executive session, seconded by Lee Shippee, at 12:32 PM and the motion carried.

**ADJOURNMENT** at 12:33 PM. Motion to adjourn by Judy Gooslin and seconded by Lee Shippee. Motion carried.

Respectfully submitted,

Penny Keith  
Secretary pro tem/Bd. of Directors



# Town of Sterling

Town Hall  
1183 Plainfield Pike  
P.O. Box 157  
Oneoco, Connecticut 06373-0157  
860-564-2904

## **STERLING LIBRARY BOARD OF DIRECTORS**

### **REGULAR MEETING DATES**

### **2026 CALENDAR**

**(2<sup>nd</sup> Thursday-Quarterly Meetings)**

Sterling Municipal Bldg., 1183 Plainfield Pike-Room #15

**Date:**

January 8

**Time:**

11:30 a.m.

April 9

11:30 a.m.

July 9

11:30 a.m.

October 8

11:30 a.m.