

LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING

January 8, 2024

**BOARD MEMBERS IN ATTENDANCE**

George Bernocco, Andrew Brecher, Anna Eddy, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Kris Reilly, Neil Ryan, Christine Shooshan, Diane Stamm, Fiona York

**BOARD MEMBERS ABSENT**

None.

**STAFF**

Lisa Masten, Library Director and Karen Benner, Assistant Library Director were present. Elizabeth Rogers, Secretary for the Board of Trustees was absent.

**FRIENDS**

Sheila Rowell was in attendance.

**TOWN COUNCIL LIAISONS**

David Nagel and Kim Radda were both in attendance.

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:00pm.

RECEIVED FOR RECORD  
TOWN OF NEWINGTON, CT  
2024 FEB -6 AM 10:31  
TOWN CLERK

**I. ROLL CALL**

Anna Eddy (acting secretary for this meeting) called the roll.

**II. PUBLIC PARTICIPATION**

There was no public participation.

**III. TOWN COUNCIL LIAISON**

Diane Stamm welcomed both David Nagel and Kim Radda back to the meetings. David provided a brief activity of Council activities. Kim Radda noted she is a member of the permanent Building Committee. The Town's budget process is underway.

**IV. SECRETARY'S REPORT – Iris Larsson**

Iris Larsson stated no report.

**V. APPROVAL OF MINUTES**

**MOTION:** LeeAnn Manke moved to approve the minutes of December 11, 2023 as presented. George Bernocco seconded the motion. The motion passed with one correction. George Bernocco noted a spelling error in his last name to be corrected as "Bernocco" in the December minutes.

**VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS**

Diane Stamm noted this year's first 5K meeting was held. Diane also noted the budget process is now going on. LeeAnn added that 1099 is an annual activity for the treasurer and recommended it should be on the master list of activities to insure it is filed annually.

**VII. TREASURER'S REPORT – LeeAnn Manke**

Filings for the IRS are in process. LeeAnn Manke reviewed the report for the period ending December 31, 2023.

LRWL Treasurer Report  
December 31, 2023

## ACCOUNT STATUS

TD Checking (Unrestricted Funds)	
Beginning Balance (11/30/2023)	\$ 49,989.08
Income:	
General Donations	\$50.00
HPFG-Assistive Tech Grant	\$3,400.00
	\$3,450.00
	\$53,439.08
Expenses:	
GTL: Subscriptions	(\$87.50)
Legacy Flyers Printing	(\$684.89)
Administrative: Supplies	(\$98.57)
Clerk/Recording Secretary Fees	(\$300.00)
Children's Dept. Collections	(\$14.81)
Macri Fund: Collections	(\$92.10)
Large Print: Collections	(\$37.19)
John H. Davis Fund: Collections	(\$41.85)
Pelino Book Fund: Collections	(\$65.05)
Memorial: Collections	(\$16.47)
(\$ 1,438.43)	
Ending Balance (12/31/2023)	\$52,000.65

TD Money Market (Restricted Funds)	
Beginning Balance (11/30/2023)	\$40,935.58
Interest Earned	\$34.77
Ending Balance (12/31/2023)	\$40,970.35

Money Market et al in Kingston Non-Investment (Unrestricted Funds)	
Opening/Beginning Balance (11/30/2023)	\$265,594.78
Income Earned	\$435.11
Change in Value	\$306.45
Ending Balance (12/31/2023)	\$266,336.34

All reimbursements from restricted funds have been made to unrestricted accounts.

## Restricted/Unrestricted Funds PE December 31, 2023:

	Restricted	Unrestricted	
Kingston Investment Fund	\$486,492.30	\$278,545.59	\$765,037.89
Kingston Money Market et al	0.00	\$266,336.34	
Total Kingston Portfolio	\$486,492.30	\$544,881.93	\$1,031,374.23
TD Money Market	\$40,970.35	0.00	
TD Checking	0.00	\$52,000.65	
Totals	\$527,462.65 (46.91%)	\$596,882.58 (53.09%)	\$1,124,345.23

**VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten**

Lisa Masten reported Jamie Trevethan is now the Acting Town Manager for a 90-day term. Lisa has already met with her regarding library operations. The library had been closed for four consecutive days over Christmas which created a circulation backup – staff was exemplary in their collective efforts to have items ready within the hour of the doors re-opening. February 3 is kickoff off for adult winter reading program. The library is anticipating approved funds from the State to be used for space improvements and office furnishings with the facility. Staff is deep into preparations for Winterfest. Andy Brecher asked how Wowbrary functions; Lisa gave a brief overview. Anna asked for background information on the appointment of an Acting Town Manager. Dave Nagel noted Tom Hutka, the recent town manager, has taken a personal leave.

**IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner**

Karen Benner noted she is a member of the Friends' Scholarship Committee. The committee is going to change the submission date from late February to early April for several reasons. This change will also give students more time to accumulate more volunteer hours. Karen reported problems have been identified with both the people counter and the library's security gate; steps are being taken to fix both items. George asked about how the people counter works. Karen will locate information and will provide it to the Board. LeeAnn noted the Palermino Scholarship is available for staff enrolled in secondary education or professional development, but no applications have been received in recent years.

**X. FRIENDS OF THE LIBRARY – Sheila Rowell**

Sheila Rowell reported the Friends are involved with preparations for Winterfest. Donations for the spring book sale have been generous. The sorting process is evolving to highlight books that might have a sale amount greater than the usual book sale pricing

**XI. COMMITTEE REPORTS**

- a. **Budget - LeeAnn Manke.** Prior to the budget submission, Lisa, staff and LeeAnn met with Jamie Trevethan who is the Acting Town Manager. After meeting with Jamie, it was decided to add back the Librarian I position in Collection Management that has been unfunded since 2020. It may get cut but it may not. Due to the added position, the overall increase in the 2024 budget is 5.64%. Without this position in the budget the overall increase was 2.38% (this was due to Town approved raises for Admin, AFSME full-time staff and part-time staff). There was no increase in non-payroll items. The proposed budget for the Library was submitted on January 4. Andy Brecher asked a theoretical question about getting the position back vs increase the collections budget which has not had an increase for an extensive period of time. LeeAnn briefly addressed the question; Andrew championed the need for more funding for collections.
- b. **PEP (Planning, Evaluation, Policy) Committee – Pauline Kruk.** Pauline has been reviewing documentation the Policies & Procedures to determine if any need updated. She is consulting with Lisa Masten as needed.
- c. **Investment Committee – Neil Ryan.** The report was emailed. December was a good month for the portfolio. The fund was up by \$84,037.44. Total year-end value of the fund is

\$765,037.90 which is up from the beginning year balance of \$681,000.46 . Averaged a 12.34% increase for 2023 and the portfolio finished strong. Neil noted Dean Spada, the financial advisor for the Board, deserves the credit. Neil referenced out the line item titled INCOME and explained Income here is defined as the total of “dividends, interest and capital gains” accrued.

- d. **House Committee – Diane Stamm.** The latest report was distributed. A new tree was planted by Parks & Grounds in the parking lot by the “free library kiosk”; hoping it survives the winter. Several items on the list need to wait until the Spring. The library overall looks good. LeeAnn is still working on the project to update the curtains. Diane noted that Dave Brown is a wonderful staff resource in getting tasks done.
- e. **Facility and Site – Maureen Lyons.** Maureen will be holding a committee meeting to consider next steps whether to continue with our consultants and continue with developing a look book. Kris Riley noted the Board needs to discern what key points need to be included. Anna Eddy mentioned she came across an “interactive online flipbook” and sent the link to the Board for consideration.
- f. **Fund Development – Anna Eddy.** Anna reminded the Board that Fund Development will have a “passport” table at Winterfest – passport is an incentive for attendees to check out areas of the library. She asked for volunteers to help staff the table: Maureen Lyons, Neil Ryan, Diane Stamm and George Bernocco will help with coverage. Anna also reported that more promotion needs to be done to get the word out on Ways to Give – Lucy’s Capital Council and Library Champions. She will work with Fiona to hopefully get a feature article in Newington Life.
- g. **Nominations – Maureen Lyons.** No report.
- h. **Communications – Christine Shooshan and Fiona York.** Fiona is working on press releases for the upcoming Sliva event and promoting Lucy’s Capital Council.

## **XII. OLD BUSINESS**

- a. **5K Road Race on May 19, 2024** – first meeting was held prior to the Trustees meeting. The February race meeting will start at 6:15p.m prior to the February 12<sup>th</sup> Board meeting.
- b. **Hanel** – No update provided.
- c. **Open Board Positions** - Diane noted the Republican positions are still open. Dave Nagel will remind those who make the appointments. Dave added there is an overall decline in volunteerism.

## **XIII. NEW BUSINESS**

There was no new business.

## **XIV. PUBLIC PARTICIPATION**

There was no public participation.

## **XV. ADJOURNMENT**

**MOTION:** Iris Larsson moved to adjourn. LeeAnn Manke seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:17 pm.

- XVI.** The next Board of Trustees meeting is scheduled for February 12, 2024 at 7pm.

Respectfully submitted,  
Anna Eddy