

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING**

January 9, 2023

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Scott McBride, Neil Ryan, Diane Stamm, Fiona York (7:49pm)

BOARD MEMBERS ABSENT

Andrew Brecher, Christine Shooshan

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Elizabeth Rogers, Secretary for the Board

FRIENDS

Sheila Rowell (absent)

TOWN COUNCIL LIAISONS

David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:02pm.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said he has nothing new to report as there was no second town council meeting this past month. The town is working with a consulting firm to begin the process of selecting a new town manager. A post has gone out on FaceBook about a meeting on Wednesday to get the public's input. As a reminder, James Krupinski is acting manager for the 90 day period and if an extension is needed the town will discuss it.

At tomorrow's meeting, there is an agenda item for a person to join the facilities committee. James Krupinski is also currently interviewing candidates for these positions.

Neil Ryan asked if the town planner left. David Nagel said yes.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson said no report.

V. APPROVAL OF MINUTES

MOTION: Anna Eddy moved to approve the minutes of December 12, 2022 as presented. Iris Larsson seconded the motion. Maureen O'Connor Lyons abstained. The motion passed.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said the 5k race meeting was tonight; the 5k budget, investment committee quarterly report, PEP director evaluations and ethics items are discussed in January.

RECEIVED FOR RECORD
MUNICIPALITY OF
WINDHAM, VT
2023 FEB - 9 AM 9:52
Elizabeth Rogers
TOWN CLERK

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke apologized as last week's report had some errors; she emailed a revised report. There was not a lot of activity in December. The Money Market in Kingston will be discussed when the investment committee meets with Dean Spada.

She is in the process of putting together the 1099's for the accountant. She will have the Restricted End of Calendar Year report within 2 weeks.

Anna Eddy thanked LeeAnn Manke as she replied to her email about a question on the interest earned with a thorough and detailed response.

LRWL Treasurer Report
December 31, 2022 (Revised)

ACCOUNT STATUS**Santander Checking (Unrestricted Funds)**

Beginning Balance (11/30/2022)		\$ 46,004.19	
Income:			
Network for Good	\$ 200.00		
General Donation	\$ 150.00		
Children's (Melion) Donation	\$ 100.00		
Adult Programming Donation	\$ 50.00		
Deschler Donation	<u>\$ 50.00</u>		
		<u>\$ 550.00</u>	
		\$ 46,554.19	
Expenses:			
Administrative Costs: Clerk	(\$ 150.00)		
Pelino Fund: Books Purchase	(\$ 196.36)		
Friends Winterfest Basket-Books	<u>(\$ 95.88)</u>		
		<u>(\$ 442.24)</u>	
Ending Balance (12/31/2022)			<u>\$ 46,111.95</u>

Money Market et al in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (11/30/2022)	\$106,601.19		
Interest Earned	\$ 1.81		
Change in Value	<u>\$ 158.50</u>		
Ending Balance (12/31/2022)			<u>\$106,761.50</u>

Santander Money Market (Restricted Funds)

Beginning Balance (11/30/2022)	\$ 40,719.21		
Interest Earned:	<u>\$ 1.73</u>		
Ending Balance (12/31/2022)			<u>\$ 40,720.94</u>

All reimbursements from restricted funds have been made to unrestricted accounts. As of January 9, 2023, Santander checking account balance is \$45,941.36.

Restricted/Unrestricted Funds PE December 31, 2022 (Revised):

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$495,092.57	\$185,907.89	\$681,000.46
Kingston Money Market	<u>0.00</u>	<u>\$106,761.50</u>	
Total Kingston Portfolio	\$495,092.57	\$292,669.39	\$787,761.96
Santander Money Market	\$ 40,720.94	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 46,111.95</u>	
Totals	<u>\$535,813.51</u> (61.26%)	<u>\$338,781.34</u> (38.74%)	<u>\$874,594.85</u>

Respectfully Submitted,
 LeeAnn W. Manke
 LRWL Treasurer
 Revised January 9, 2023

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached report.

Lisa Masten said the building repairs are still ongoing. She and Karen Benner met with the consultant who is searching for a new town manager to discuss what the library does, as well as what they would like in a town manager. They have been working on Winterfest with the Friends. The new head of administration services for the town, Lauren, is very nice. The library is collaborating with Newington Parks & Recreation on non-traditional items. As Parks & Rec. is hosting a ukulele concert in June, with a program in March and lessons in April, the library is purchasing ukulele's that will be available for check out.

Diane Stamm asked why ukuleles. Lisa Masten said she heard about it through Bloomfield as they are doing this as well.

Maureen O'Connor Lyons commented that the library is lucky the town is paying for the repairs. Lisa Masten said the town facilities staff works hard to stay on top of needed repairs.

Lisa Masten said a substitute library staff member, who was previously a teacher, jumped in to host the children's yoga program as the instructor wasn't able to make it last minute; the program went very well.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said she polled staff for the staff appreciation event and the overwhelming consensus was for a dinner. The library is continuing with the school theme; 250 students from John Patterson visited this past month. Seventy one additional library cards have been created.

Diane Stamm asked about teens. Karen Benner said teens did attend from John Patterson and another teacher from the high school brought his class to the library. Some schools/teachers have requested book talks for classes and the library has noticed that books referenced in these book talks are being checked out. Karen Benner said staff went to Wallace school to do a book talk. A part timer in reference is back from leave. The library held the Microsoft tech class which was fully attended and the PowerPoint class is tomorrow.

LeeAnn Manke said the remaining Sliva sister booked an author for a virtual 3rd-4th grade program in February.

Anna Eddy added that if an instructor cannot show up last minute for a program, particularly a technical one like Microsoft, to ask her for help if needed as she has a background in that.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Diane Stamm said she saw a cute video on YouTube about a bonus teacup event for Winterfest. Tickets for it are available now till the 18th.

Lisa Masten said the Winterfest tickets have sold out but there are still volunteer tickets at half price. Parking may be an issue as P&R has a basketball game the same day as Winterfest from 2:30-7pm. The Friends are funding the winter reading program. Their book sale is mid-April.

XI. COMMITTEE REPORTS

a. **Budget**

Lisa Masten said the budget was due last Thursday. It was challenging to get in on time as it seems to come in later and later each year. A 0% increase was the directive. The consortium charge decreased. They submitted the budget with the teen position funded.

Diane Stamm said please pass along the dates when the town will discuss the library budget.

David Nagel said the date is currently March 25th at 9am.

b. PEP (Planning, Evaluation, Policy) Committee – Pauline Kruk

Pauline Kruk distributed the Board of Trustees Ethics Statement. Please sign and return to her; she will email it to those not in person tonight.

Pauline Kruk said the previous director evaluation schedule is Dec-March, she distributed the timeline, but she suggests switching it to Sept-Dec for the next year. She will email the timeline to those not in person tonight.

Anna Eddy asked if now is a good time to look through the Policy Manual to see if there are any old policies that need review.

c. Investment Committee – Neil Ryan

See both attached reports.

Neil Ryan said December was not a good month. The 2022 year ended in an overall decrease.

He also distributed the previous three calendar year returns via email; overall the return is in the increase. This committee has a meeting on January 25th at 6pm with Dean Spada to discuss where to go from here.

d. House Committee – Diane Stamm

Diane Stamm said the repairs for the leaks have been worked on but there is still a minor leak. The facilities director and assistant walked through the library and Lisa Masten gave them the list of repairs needed.

Diane Stamm asked if anyone comes to check on the library building when the library is closed. Lisa Masten said on holidays yes.

The library is closed for Martin Luther King Jr. day.

Diane Stamm and LeeAnn Manke are working on new window treatments. The upholstered chairs need pretty immediate attention; meaning a budget for replacement should be determined. The sidewalk is still an issue and that will be better addressed in the spring.

Thank you again to staff for all their efforts on organization and decluttering.

LeeAnn Manke asked where the ukuleles will be stored. Lisa Masten said there is space under the circulation desk.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said she has no report as she has not gotten good response from Library Development Solutions (LDS), Leslie Burger or Andrew Burman.

LeeAnn Manke asked if it could be due to the holidays. Maureen O'Connor Lyons said no, she does not believe so.

Anna Eddy asked if she can enlighten her on the relationship between Leslie Burger and Andrew Burman. Maureen O'Connor Lyons said they are colleagues; they are not part of the same firm.

Diane Stamm suggested she and Maureen O'Connor Lyons have a call with Leslie Burger.

f. Fund Development – Anna Eddy

Anna Eddy said she would like to focus more on the Legacy end of things. She will get in touch with Maureen O'Connor Lyons to discuss verbiage on promoting the library. There are currently only 2 recurring donors as of now; she encourages board members to become Legacy Champions. Anna Eddy believes more coverage is needed to promote Legacy, perhaps a newspaper interview. She will discuss with the Friends as some of them expressed interest in being a Legacy Champion.

Diane Stamm thanked Anna Eddy for her creativity.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons said no report.

h. Communications – Christine Shooshan

Diane Stamm said due to family issues, Christine Shooshan is not here tonight and will not be here at the next meeting. Fiona York volunteered to take over this committee in Christine Shooshan's absence.

XII. OLD BUSINESS

a. Hanel

Anna Eddy said they are leaning towards an interactive and musical event that would happen towards the end of the year, perhaps in the fall.

Maureen O'Connor Lyons is looking at a group in West Hartford that does murder mysteries. They are also considering the previous Hanel performer as that event was cancelled due to COVID.

Maureen O'Connor Lyons and Anna Eddy hope to meet next week to discuss more.

Anna Eddy suggested passing along a families and children's link to library staff to see if they can utilize it.

b. Open Board Positions

Diane Stamm said there are still open board positions. Please spread the word and let board members know if you think anyone would be a good fit.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

Fiona York asked about the two unfunded positions in the budget, specifically the teen position, and when the town council budget meeting is so she can express her support. Lisa Masten said they submitted the budget with the teen position funded and the meeting is on March 25th at 9am.

XV. ADJOURNMENT

MOTION: LeeAnn Manke moved to adjourn. Iris Larsson seconded the motion. The motion passed unanimously and adjourned at 8:41pm.

XVI. The next Board of Trustees meeting is scheduled for February 13, 2023 at 7pm.



Library Director
monthly report 11-21



12-31-22 Investment
Committee Report.xls



LRW Three Yr
Return.xlsx