

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 10, 2020

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Laurel Goodgion, Judy Igielski (left at 8:30 PM), Lisa Jones, Pauline Kruk, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

Iris Larsson, Neil Ryan

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

FRIENDS

Kim Radda

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Chris Miner

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:02PM. Diane welcomed Christine Shooshan to the Board of Trustees. The Board went around the room and introduced themselves to Christine.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel stated he had no report.

IV. SECRETARY'S REPORT/COMMUNICATIONS

Iris was not in attendance.

V. APPROVAL OF MINUTES

Leeann indicated that on page three under Treasurer's Report it should state that the 1099s were submitted, not all the tax information. On page four under Assistant Library Director report the word "an" should be removed before online. **MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of January 13, 2020 as amended, LeeAnn Manke seconded the motion, the motion passed with an 8-0 vote, Judy Igielski and Christine Shooshan abstained as they were not in attendance at the January meeting.**

RECEIVED FOR RECORD
MERRINGTON, CT
2020 MAR 10 PM 2:45
Adrian O. Higgins
Town Clerk

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reviewed the Annual Activities Calendar for February which included finalizing all 5K Race sponsors, library budget, and PEP Committee Library Director evaluations.

VII. TREASURER'S REPORT

LeeAnn emailed the following report to the Board. She also reported that she has received \$4,550 in 5K Race sponsorships to date. The funds earmarked from last year's race are potentially going to the children's room renovations, however she has not paid anything towards that to date. Diane explained the restricted and unrestricted funds to Christine. LeeAnn explained that due to the membership with the Greater Hartford Leadership Organization she was reviewing the insurance that the Board has. Because of the Library's position in Town, we are an independent Board; the 1939 agreement states that insurance for the Library is covered through the Town. As a Board we have insurance for the Mill Street property and the Town has an additional rider for the parking lot. She is trying to determine if the Board is covered under directors and officers insurance, and has been speaking with Jeff Baron on this. She has also spoken with Bob Newbold of Thomas Fahy Insurance where the Library is covered with a general liability coverage. Bob will review the policy to see what is covered and indicated that it would cost between \$700 - \$900 for directors and officers coverage. Once LeeAnn receives information from both Jeff Baron and Bob Newbold she will know better exactly what coverage the Library Board of Trustees has. The Board indicated that it is worthwhile for them to have directors and officers coverage.

MOTION: Anna Eddy made a motion to authorize up to \$1,000 to purchase directors and officers insurance coverage after LeeAnn Manke has done further research to see if this coverage is needed, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion passed unanimously with a 10-0 vote.

VIII. LIBRARY DIRECTOR'S REPORT

Lisa reported on personnel changes: Sue Schneider has been hired to fill Jeannette's position, Jeannette is now part time, Pat Pierce is retiring effective March 7th, Bailey Francis has been hired to fill Pat's position. The open positions of Teen Librarian 1 and the full time person's position that replaces the Circulation Supervisor will not be filled until the Town Manager has a better idea of the budget situation. Staff will work together as a group to cover these unfilled positions. Some programs may have to be cut back a bit due to this staffing decrease. Lisa also reported that the new Executive Director of the Consortium Library Connection is Lisa Carlucci. Winter reading began on January 28th for adults with 201 people signing up on that day; this is now at 481 which already has surpassed last year's numbers. The theme is Reading Through Time. The children's kick-off was February 1st; the teen registration is more online and will only be through the month of February, while the adult will end on March 6th and children's on March 7th. An Eagle Scout's project was refurbishing and putting up the Little Free Library and also building a bench which will be put out in the spring either near the drop off or under a tree with shade. Library department heads are working on a plan of work for next year by planning months out to see what needs to be done with fewer employees, along with long term wants, needs, and what directions need to be taken. There will be two new department heads so this is a good time to review this. The Town Manager is holding weekly leadership meetings with all Town department heads and also second-in-commands. This has been every Thursday for two hours and has been very interesting. Videos on management leadership have been shown and Lisa commented there's a lot of good stuff to think about. She stated that it is nice to be included as part of a team and believes there is a strong cohesiveness in place with the team and Town Manager.

Diane asked about statistics that used to be included in Lisa's monthly report. She said these statistics will be good communication points, for example with door counts. Lisa commented that some people

are not coming into the library because they can't find a parking space. She will begin to provide the statistics beginning July 1st.

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IX. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that she is working with a staff of eight people to streamline the Library's social media presence; the Library has a presence on Facebook, Instagram, Twitter, and Pinterest. Six new laptops, courtesy of the Friends, will be purchased. There are 10 laptops that are used in the computer class, but some are outdated. With Bailey's promotion to Children's Librarian, Karen will spend time in the Teen Department. IT has been busy updating staff computers with Windows 10; the public computers have not been updated yet.

X. FRIENDS OF THE LIBRARY

Kim Radda reported that Winterfest was a huge success and thanked the staff and Trustees for all of their assistance. The total sales were \$10,328.10 and after deducting expenses net was about \$9,000 which is up from 2019's \$7,075.07, and 2018's \$7,238.10. The Friends held a follow-up meeting after the Winterfest and people think prices should be increased. Kim stated that Michelle Royer did an amazing job and kudos to her. Everyone agreed that everything flowed better, however the coat racks should be moved. Upcoming Friends events are the Teddy Bear Clinic on February 29th, Bus trip to Boston on May 9th at a cost of \$39 and an additional cost of \$11 if people want to participate in the Freedom Trail Tour. The Friends are close to completing their review and revisions of their By-Laws. The spring book sale is April 24, 25, and 26.

XI. COMMITTEE REPORTS

A. Budget

Maureen reported that there has been no change since this was discussed at the January meeting. Lisa already spoke about the movement of positions. Today's meeting with the Town Manager discussed a less than 1% increase, asking for the three people that are needed, and increasing Dave Brown's hours. The Town Manager asked Maureen, Lisa, Karen, and LeeAnn about Sunday hours; they were stunned that this was brought up. They spoke about the pros and cons of Sunday hours and the Town Manager stated that if there is interest the money can be found. Lynn has already begun working on different scenarios: 25 Sundays at four hours at a cost of \$26,898 which is \$1,094 each Sunday, or 25 Sundays at three hours which is \$20,137.25 which is \$805.49 each Sunday, or 13 Sundays once a month which is difficult to keep track of. Lisa meets with the Town Manager twice a month and is scheduled to meet with him tomorrow morning; she will bring this Sunday hours information to his attention.

B. PEP Committee

Laurel reported that the PEP Committee are working on proposed goals. Lee Bradley was interviewed by Diane, Maureen, Iris, and Laurel to fill the corporate position. Lee participates in the 5K Race each year, is a tutor and teacher of mathematics, English, and statistics, and teaches at Tunxis part time.

MOTION: Laurel Goodgion made a motion to propose Lee Bradley to fill the corporate position on the Board of Trustees, LeeAnn Manke seconded the motion, all were in favor, and the motion was approved with a 10-0 vote. Diane stated that Lee was very enthusiastic.

Laurel reported that part of the goals was emphasis on education for Board members and development. She distributed the ACLB handbook with the first chapter for the Board to review; a new chapter will be distributed at each Board meeting. Diane asked Laurel to email a copy of the Trustees Handbook to the

Board members. Maureen commented that Laurel and her committee have done a yeoman's job and should be commended.

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C. Investment Committee

Neil was not in attendance, however emailed the Investment Committee report to the Board. LeeAnn indicated that the report does show a slight loss in restricted, but unrestricted funds are up.

D. House Committee

Laurel stated she has been focusing more on PEP than the House, and asked Lynn to email the following report:

House Committee Report February 10, 2020

Report from Lynn Caley
Business Manager

A few updates on library building items:

- Mobile Bookshelves for Teen Area arrived. This is to allow for the expansion of the Teen Collection and cut down on crowding. Movement of materials into bookshelves has not yet begun
- The NF DVD's have been relocated to the Quiet Study area to take advantage of space freed up by a decrease in the number of print Reference materials
- Mobile Bookshelves for NF DVD's have arrived. Staff is still working on getting all the NF DVD's into their final home. Several study carrels were moved to accommodate this
- New benches for NF-DVD area arrived and are in the Quiet Study area
- New wired study table and chairs arrived for Quiet Study area.
- Robert H. Lord is in the process of preparing a quote for us on updates to the Parent's Shelf Area in the Children's Department. This will include shelving and seating
- Facilities is in the process of getting quotes to replace the shingled roof in the back of the building. We don't have a timetable on this yet

Lisa stated that shelving for the Children's Room is close to being chosen. LeeAnn asked Dave where does the Library stand with CIP on the atrium. Dave responded that he was told this is being funded separately by the Town.

E. Facility and Site

1. Update on February 4th Meeting

Maureen emailed the following report:

Following is a recap of the Facility and Site Committee meeting held on February 4.

We agreed to emulate the School Board's approach to Anna Reynolds.

First steps:

Tweak existing Power Point

Spoke with Lisa - Lisa Jones offer her assistance at the last meeting; I will contact her.

Develop 15-20 salient talking points

Schedule walk-through with Council in May

after budget - on a Council meeting night

Next steps:

Refine existing feasibility to reflect LRW in 2020

Maureen also commented that Lisa has a PowerPoint that shows the crowded work spaces, and behind the scenes. Anna also has a PowerPoint and suggested blending the two and tweaking them. Talking points need to be developed, along with scheduling a walkthrough with the Town Council. A feasibility

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study was done in 2017 and is still pertinent. Anna suggested that it would be beneficial now to put in a request for a special Town Council meeting to be held at the Library before the budget is completed; Dave responded that he sees no harm in doing that now.

F. Fund Development/Legacy Society

Anna reported that she has been focusing on the Dining Partner Program and Race sponsorships which has been very successful.

G. Nominations

There was no report.

H. Communications

Iris was not in attendance. Iris spoke with Diane about getting on NCTV more often and talking about expansion of the Library. Diane commented that Lisa Jones forwarded her some information on doing putting together an awareness campaign to brand and market the Library. What is it that the Library needs to stay current and relevant. Lisa Jones loves hearing that the Town Manager is pulling together department heads so everyone will be more aware of what is going on; there needs to be an outline of the value of the Library to the community, and this is where the direction of the Communications Committee should go. Diane and Iris were emailing about Lisa's ideas and Iris was very impressed. Lisa Jones, Iris, Judy, and Pauline will serve on the Communications Committee. Pauline commented that Patty Foley would like to have a PSA on NCTV with one minute pieces and that she already has someone in mind to do the voiceover. Lisa Jones thanked Anna for providing her with the PowerPoint and said it was very helpful for background. Other things that Lisa suggested to think about was how does the Library assess their stakeholders or constituents; there are obvious promoters of the Library, but what about detractors.

XII. OLD BUSINESS

1. Open Board Positions

There are still two Republican positions open.

2. Town of Newington 150th Anniversary

There was no report.

3. Library Road Race – Sunday, May 17, 2020

A good meeting was held this evening. Diane commented that if you are going to make a Trustee donation at the level of \$100 to please let Lisa know. Anna stated it is the only time a Trustee is asked to make a donation, and typically many Board members do. Lisa will send out an email who to make the check payable to. Diane explained to Christine what the Board does, how there is no charge for events, and that is why they do fund raising.

4. Hanel Events for 2020

Anna will have some proposals next month.

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XIII. NEW BUSINESS

1. Change of Address

The Town is changing the addresses for the Town Hall and Police Department to Garfield Street. The Board questioned whether the Library should also be Garfield Street or Mazzocolli Way. The consensus of the Board was to use Garfield Street as the new address.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Pam Raynock made a motion to adjourn, Laurel Goodgion seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:52 PM with a 10-0 vote.

The next Board of Trustees meeting is scheduled for Monday, March 16, 2020 at 7:00 PM.