

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
February 13, 2023**

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Pauline Kruk, LeeAnn Manke, Maureen O'Connor Lyons, Scott McBride (7:07pm), Christine Shooshan, Diane Stamm, Fiona York (7:54pm)

BOARD MEMBERS ABSENT

Andrew Brecher, Iris Larsson, Neil Ryan

STAFF

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

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:04pm.

I. ROLL CALL

Elizabeth Rogers called the role.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said Sharon Braverman has resigned from the council due to personal reasons. Carol Anest has been appointed as the new town council member for the rest of Sharon Bravermans term. The town council meeting where the library budget will be discussed is March 25, 2023 at 9am. LeeAnn Manke asked if there are any more appointments on the permanent building committee. David Nagel said no.

IV. SECRETARY'S REPORT – Iris Larsson

Maureen O'Connor Lyons sent a sympathy card to the Crosswaith family as Paul Crosswaith passed away.

V. APPROVAL OF MINUTES

MOTION: LeeAnn Manke moved to approve the minutes of January 9, 2023 as presented. Maureen O'Connor Lyons seconded the motion. The motion passed unanimously.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said the 5k race is moving along, the library budget has been submitted to the town manager and will be discussed in March, and the director evaluation is also in progress. Anna Eddy asked if the form Pauline Kruk emailed out is supposed to be filled out and returned. Pauline Kruk said yes.

RECEIVED FOR RECORD
IN NEWINGTON, CT
2023 MAR - 9 AM 9:15
TOWN CLERK

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said January was a good month; the sponsorship money is coming in. The investment committee had a meeting with the investment advisor and the funds in the Money Market at Kingston will be moved to better vehicles for short term gain.

February has been busy; the ukuleles have been purchased, the Sliva author event happened, the Sliva family also purchased books for the classrooms, and the library received the first disbursement check from Janice Burrell Legacy. The money from this disbursement check is considered unrestricted funds.

LRWL Treasurer Report
January 31, 2023

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

Beginning Balance (12/31/2022)		\$ 46,111.95	
Income:			
Network for Good	\$ 295.00		
5K Race Sponsors	\$ 5,000.00		
FAX Commission	\$ 1.18		
General Donation	\$ 120.00		
Deschler Donation	<u>\$ 100.00</u>		
		<u>\$5,516.18</u>	
		\$ 51,628.13	
Expenses:			
Administrative Costs: Clerk	(\$ 150.00)		
Subscriptions	(\$ 232.70)		
Deschler – Returned Check Fee	(\$ 15.00)		
Pelino Fund: Books Purchase	(\$ 197.15)		
Solis Memorial: Book Purchase	(\$ 53.26)		
Sliva Fund – Author Book Purchase	<u>(\$ 87.44)</u>		
		<u>(\$735.55)</u>	
Ending Balance (1/31/2023)			<u>\$ 50,892.58</u>

Money Market et al in Kingston NonInvestment (Unrestricted Funds)

Opening/Beginning Balance (12/31/2022)	\$106,761.50		
Interest Earned		\$ 2.00	
Change in Value	<u>\$ 65.50</u>		
Ending Balance (1/31/2023)			<u>\$106,829.00</u>

Santander Money Market (Restricted Funds)

Beginning Balance (12/31/2022)		\$ 40,720.94	
Interest Earned:	<u>\$ 1.73</u>		
Ending Balance (1/31/2023)			<u>\$ 40,722.67</u>

All reimbursements from restricted funds have been made to unrestricted accounts. As of February 10, 2023, Santander checking account balance is \$49,497.08. February expenses to date include the ukelele purchase for the collection and two programs, including the Sliva author event for the public schools 3rd and 4th graders. We also have received contributions for the Sliva fund as well as 5K Race sponsorships.

Restricted/Unrestricted Funds PE January 31, 2023:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$494,957.99	\$223,968.94	\$718,926.93
Kingston Money Market et al	<u>0.00</u>	<u>\$106,829.00</u>	
Total Kingston Portfolio	<u>\$494,957.99</u>	<u>\$330,797.94</u>	<u>\$825,755.93</u>

Santander Money Market	\$ 40,722.67	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 50,892.58</u>	
Totals	<u>\$535,680.66</u> (58.39%)	<u>\$381,690.52</u> (41.61%)	<u>\$917,371.18</u>

NOTE: In February, we have received the first disbursement from the Janice Burrill Legacy bequest in the amount of \$121,045.22 and the use of this gift is Unrestricted. These monies are being deposited into our Kingston Wealth Management Money Market et al/NonInvestment Account. A smaller final balance from the bequest is anticipated after probate is complete. Needless to say, we are extremely grateful for Ms. Burrill's Legacy bequest.

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
February 10, 2023

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

Lisa Masten said the Sliva event was wonderful; the author/illustrator was incredibly engaging with the students. A pipe burst in the men's bathroom during a cold spell on Saturday but the town was able to take care of it quickly. The repair for the magazine room ceiling has started and the room is closed to the public until the repair is completed. About 100 kids came to the library on national take your children to the library day. The winter reading programs have kicked off; 185 adults came to register in person. Paul Dixon is the new town planner and a town engineer is still being looked for. The school visits are continuing from Patterson.

Maureen O'Connor Lyons commented that the new pastor at her church told her he was very impressed by the library and its various offerings.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said they are in the process of getting new computers for staff. This includes laptops with dual screens. They hosted a new program, 2023 Book Tasting, which talked about new books coming out in 2023; the event had a great turnout. The grant that paid for 10 active hotspots has run out and the library now only offers 5; however, there is a great demand for these and Karen Benner would like to be able to circulate all 10.

Anna Eddy suggested finding a sponsor to fund the hotspots.

LeeAnn Manke said the sponsor would be paying about \$350/month. Anna Eddy suggested it could be funded by Legacy Champions.

MOTION: LeeAnn Manke moved to continue funding the 10 hotspot devices using library board funds. Anna Eddy seconded. The motion passed unanimously.

Diane Stamm would like stickers on the hotspots to show that the library board of trustees is funding them.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said Winterfest had a lot of positive feedback, and it made about \$11,000 which is roughly equal to pre-COVID amounts. Although that could be due to a single large donation. They are working on the book sale, reminders have been sent out and they are looking for volunteers for sorting and packing. The Friends corner is doing well, it made about \$500 in January.

Maureen O'Connor Lyons asked if the Friends corner still sells the library note cards. Lisa Masten said they will not be purchasing more as they do not sell much.

Christine Shooshan asked about the status of the large donation of books. Sheila Rowell said it has been collected and sorted.

XI. COMMITTEE REPORTS

a. Budget

LeeAnn Manke said they met with the town manager and finance to make the case for why the teen position should be funded and are waiting to see what is approved.

Lisa Masten said some reasons in their case included: the schools are looking for help, not only for after school recreation options but with the curriculum, the teen collection needs to be kept updated and relevant which requires time, the library is one of the only options for teens that has positive recreation opportunities.

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

Pauline Kruk said one of the difficulties with library director competency is that the board has been unable to tie it in with a supervisor who can guarantee dates in order to perform the evaluation. As such, the board does the evaluation and submits it to the town.

This year the evaluation will be off as it is starting in February; Pauline Kruk will submit the evaluation in May. Moving forward, the evaluation will start in September and be submitted in December.

Diane Stamm summarized that the form Pauline Kruk sent via email should be filled out to the best of board members knowledge and submitted to Pauline Kruk at or before the next board meeting.

Diane Stamm added that the committee interviewed a candidate. The candidate will be discussed at a different meeting in executive session and the decision will be announced at the following board meeting.

c. Investment Committee – Neil Ryan

Neil Ryan emailed 3 documents prior to the meeting (see attached).

i. Update on Investment Committee Meeting 1/25/23 with Financial Advisor

LeeAnn Manke said the account was up last month. As she stated earlier, funds are being moved around. The risk assessment will remain the same, 60/40 moderate to aggressive.

Overall, LeeAnn Manke is very pleased with Kingston's management thus far. As COVID has mostly subsided, this committee will be meeting with the financial advisor a few times during the year.

d. House Committee – Diane Stamm

Diane Stamm emailed the updated spreadsheet. As spring hits more items will be checked off.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said the committee met with Leslie Burger and Andrew Burman on January 26, 2023. They sent back quotes for the look book, Leslie's portion came in at not to exceed \$5,000 and Andrew Burmans portion came in at not to exceed \$20,000.

Maureen O'Connor Lyons learned there is town money designated to a library expansion and that the town manager can approve up to \$25,000 per vendor for expansion related expenses.

Diane Stamm clarified saying this look book will be a rendering of what the library can be, not the final product, and be used to excite town council members about the library expansion.

Fiona York asked if a digital copy would cut down on costs. Maureen O'Connor Lyons said no, a digital copy is already included in the quote.

Some board members felt this quote to be quite high and thought that the changes they are asking be made to the rendering should be included in the original scope of work. Other members felt that Leslie Burger and Andrew Burman did complete the original scope of work as the committee gave them the general needs of the library and said use your professional creativity to imagine the library with items/structures that meet the needs and are doable with

the available space.

The board discussed options for the look book, either the first rendering or a new rendering if funds are approved, how much the quotes for the new renderings are; is it worth it, what will the look book really be used for, will it simply be thrown out by the intended audience, and the importance members feel a visual aid will be for showcasing enthusiasm and excitement for the expansion.

MOTION: LeeAnn Manke moved to authorize a PO to Library Development Solutions (LDS) for an amount not to exceed \$5,000 and a PO to Andrew Burman for his total proposal not to exceed \$20,000 for the concept designs. Christine Shooshan seconded. The motion passed unanimously.

Lisa Masten commented that the visual for the library will help encourage forward thinking for expansion concepts and ideas.

f. Fund Development – Anna Eddy

Anna Eddy said no report.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons said no report.

h. Communications – Christine Shooshan

Fiona York said she sent the Sliva blurb to a few different publications but she has not seen it posted yet. Lisa Masten recommended it be re-sent until they post it as that is typically how it works and to add pictures as that is likely to get more attention.

XII. OLD BUSINESS

a. Hanel

Maureen O'Connor Lyons and Anna Eddy met with West Hartford Community Theater but they will not be able to accommodate the library at this time due to previous commitments.

Anna Eddy said she sent the Hartford Performance database to Lisa Masten and Karen Benner for review of appropriate options. Lisa Masten and Karen Benner forwarded that information to the children's department and are waiting to hear from them.

After reviewing dates of other future events, Anna Eddy suggested a holiday concert in early December. As the musician, Larry Gareau, was scheduled to come in 2020 but had to be canceled due to COVID, Anna Eddy reached out to him and is waiting to hear back on his availability.

b. Open Board Positions

Diane Stamm said the PEP committee did conduct an interview for a corporate member which will be discussed in executive session. The board determined the meeting to discuss this will be held on February 22, 2023 at 7pm.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Anna Eddy moved to adjourn. Maureen O'Connor Lyons seconded the motion. The motion passed unanimously and the meeting adjourned at 9:19pm.

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



Library Director
monthly report 12-22



01-31-23
Investment Committe



01-25-23 Mtg.
Report.docx



LRWL Portfolio
Adjustments-Blackroc