

LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
March 13, 2023

**BOARD MEMBERS IN ATTENDANCE**

Pauline Kruk, Maureen O'Connor Lyons, Scott McBride (7:03pm), Neil Ryan, Christine Shooshan, Diane Stamm, Fiona York

**BOARD MEMBERS ABSENT**

Andrew Brecher, Anna Eddy, Iris Larsson, LeeAnn Manke,

**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 6:58pm.

RECEIVED FOR RECORD  
IN NEWINGTON CT  
2023 APR -5 AM 11:17  
Elizabeth Rogers  
Town Clerk

**I. ROLL CALL**

Elizabeth Rogers called the roll.

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. TOWN COUNCIL LIAISON**

David Nagel said the town manager has received the library budget proposal and no changes have been made; he will present it to the town council as he received it. There is nothing on the agenda for tomorrow's meeting about adding another library liaison member.

Diane Stamm reminded folks that the town council meeting to discuss the library budget is Saturday, March 25, 2023 at 9am.

David Nagel said there have not been any new appointments to the permanent building committee. Fiona York asked if the budget is being presented as is, then the funding for the teen position is still in there. David Nagel said yes.

Neil Ryan asked who the second member on the permanent building committee is. David Nagel said he does not recall off hand.

Diane Stamm encouraged members to show up for the town budget meeting on March 25<sup>th</sup> to show support for the library.

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

Diane Stamm said no report as Iris Larsson is not here.

**V. APPROVAL OF MINUTES**

Maureen O'Connor Lyons noted the following corrections:

- Under Director's Report *Patterson* is misspelled; should be *Paterson*.

- Under Facility and Site *Burman* is misspelled; should be *Berman*.
- Under Facility and Site, technically the town manager can approve only \$24,999; not \$25,000.

**MOTION:** Pauline Kruk moved to approve the minutes of February 13, 2023 as amended. Christine Shooshan seconded the motion. Neil Ryan abstained. The motion passed.

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

Diane Stamm said in March the 5k race is discussed; the race meeting tonight discussed donors and prizes. The library budget has already been submitted. The Hanel concert has been scheduled featuring Larry Gareau in the winter, but no spring event thus far. Reminder to reach out to legacy members to invite them to the Hanel events. The PEP director evaluation is also discussed in March.

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

Neil Ryan said the report looks great.

No questions to pass on to LeeAnn Manke.

##### a. Identifying Authorized Signers

Not discussed.

#### LRWL Treasurer Report February 28, 2023

##### ACCOUNT STATUS

##### Santander Checking (Unrestricted Funds)

Beginning Balance (1/31/2023)		\$ 50,892.58	
Income:			
Amazon Smile	\$	20.62	
5K Race Sponsors	\$	2,400.00	
Sliva Family Donation	\$	200.00	
General Donation	\$	113.81	
J. Burrill Bequest - Legacy		<u>\$121,045.22</u>	
			<u>\$123,779.65</u>
			\$174,672.23
Expenses:			
Administrative Costs: Clerk	(\$	150.00)	
Subscriptions	(\$	232.50)	
Tilcon – 5K Sponsor Partial Refund	(\$	500.00)	
Deschler: Kim Larkin Program	(\$	165.00)	
Sliva: Author Dan Santat Program	(\$	2,000.00)	
Memorial: Ukelele Purchase	(\$	1,176.00)	
Transfer to KWM Money Market et al		<u>(\$121,045.22)</u>	
			<u>(\$125,268.72)</u>
Ending Balance (2/28/2023)			<u>\$ 49,403.51</u>

##### Money Market et al in Kingston NonInvestment (Unrestricted Funds)

Opening/Beginning Balance (1/32/2023)	\$106,829.00	
Additions – Burrill Funds	\$121,045.22	
Income Earned	\$	708.79
Change in Value/Expenses	(\$	240.46)
Ending Balance (2/28/2023)		<u>\$228,342.55</u>

##### Santander Money Market (Restricted Funds)

Beginning Balance (1/31/2023)	\$	40,722.67	
Interest Earned:	\$	1.56	
Ending Balance (2/28/2023)			<u>\$ 40,724.23</u>

All reimbursements from restricted funds have been made to unrestricted accounts. As of March 6, 2023, Santander checking account balance is \$50229.42.

Restricted/Unrestricted Funds PE February 28, 2023:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$491,815.43	\$211,433.99	\$703,249.42
Kingston Money Market et al	<u>0.00</u>	<u>\$228,342.55</u>	
Total Kingston Portfolio	\$491,815.43	\$439,776.54	\$931,591.97
Santander Money Market	\$ 40,724.23	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 49,403.51</u>	
Totals	<u>\$532,539.66</u> (52.12%)	<u>\$489,180.05</u> (47.88%)	<u>\$1,021,719.71</u>

Respectfully Submitted,  
 LeeAnn W. Manke  
 LRWL Treasurer  
 March 6, 2023

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

See attached report.

Lisa Masten said the repairs in the magazine room are done; they re-plastered and repainted the ceiling. All repairs from last year's summer lease have been completed. The winter reading programs ended; 420 adults participated and read over 2,000 books, and about 148 children's/teens participated. Most participants were children as this is a busy time for teens. The library will be starting more professional development programs for staff with Yvonne Austin; topics will include: communication, inclusion, and diversity. The Friends book sale is on Friday, April 14, 2023 through Sunday, April 16, 2023. The Friends also have upcoming donation days on Sunday, March 19, 2023 and Sunday March 26, 2023.

Lisa Masten distributed an article (see attached) discussing a bill currently going through state legislature about fair e-book pricing and terms for libraries. Libraries currently pay up to 6 times more for e-books than regular people and the lending is strictly limited. She supports this bill as it will stop that.

Fiona York said she has noticed that newer released books are not available in e-format for a good while after release and did not realize this was likely a big cause of that.

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

Karen Benner said staff got new computers, a combination of laptops and desktops, as well as dual screens; staff are overjoyed with this change. The Hanel event with Larry Gareau is on Saturday, December 12, 2023 at 7pm. The children's department school visits are still going strong; 92 new cards have been issued. They are working to expand programming as a number of staff are in library school; this has been exciting as staff bring new and creative ideas. The book sale is in need of volunteers. If anyone is able to volunteer, please let Karen Benner or Lisa Masten know sooner rather than later.

Maureen O'Connor Lyons volunteered for Friday night.

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

Lisa Masten touched on this above as Sheila Rowell was not in attendance.

Neil Ryan said the Friends are currently working on outreach to recruit new members.

**XI. COMMITTEE REPORTS**

**a. Budget**

As stated above, it has been submitted and will be presented to the town council as is.

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

Pauline Kruk asked members to please give her the director evaluation form if you have not done so already. If anyone has questions, or is not sure how to fill it out just let her know. She will also be working with Lisa Masten on the food policy in the library; snacks are fine but full out meals are not ideal.

**c. Investment Committee – Neil Ryan**

See attached report.

Neil Ryan said February was a bit of a down month but so far the portfolio is up for the year.

**d. House Committee – Diane Stamm**

See attached report.

Diane Stamm said she is excitedly awaiting costs for fabric samples for reupholstering the chairs. There is a bench in the children's department with defective fabric, the company will warranty the fabric and the contractor will install it at no charge if the library utilizes him for the chair re-upholstery.

Lisa Masten said solutions for the skylight are still being discussed.

**e. Facility and Site – Maureen Lyons**

**i. Conceptual Plan Revision**

Maureen O'Connor Lyons said Leslie Burger and Andrew Berman presented the revisions the library asked for.

Lisa Masten distributed the revised plans (see attached).

Neil Ryan asked where the new entrance would be. Diane Stamm said where the current shipping/receiving is.

Neil Ryan asked if parking spaces have been added. Diane Stamm said yes.

Fiona York asked if the stacks to the left of the stairs are moveable on the 2<sup>nd</sup> floor.

Diane Stamm said yes. Fiona York said that might be noisy, stationary stacks may be better.

Maureen O'Connor Lyons said the people she has spoken to about the library expansion seem interested in it. She encouraged members to attend meetings to discuss with town council members as well as mentioning it to family, friends and neighbors. The library may be able to use a grant from the Connecticut Community Challenge Plan for this expansion. Maureen O'Connor Lyons sent the grant information to the town grant writer, Sonia, and is waiting to hear back on more information.

Fiona York said the grant information makes it seem like they want projects that have a lot of momentum, can the library get the look book before the grant deadline.

Maureen O'Connor Lyons said she believes they will get the look book before the May deadline.

Maureen O'Connor Lyons said she is waiting to hear back from Leslie Burger and Andrew Berman with the draft of the look book.

**f. Fund Development – Anna Eddy**

Diane Stamm reminded that the 5k race is coming up and to spread the word about the Legacy Champion donor option.

**g. Nominations – Maureen Lyons**

No report as nominations do not come up until June.

**h. Communications – Christine Shooshan & Fiona York**

Fiona York said they are working on more ways to promote the 5k race. One option is to create an event for it on the library FaceBook page as information can be added/updated as needed, people can confirm their attendance and save the event to their calendar, it also makes sharing easier for the library and other FaceBook users. She will get information on the rules of sharing posts/events on Newington FaceBook pages.

Fiona York took pictures of the M&T Bank check presentation and will be sending them to Newington Life to promote the 5k race; she will reach out to M&T Bank for a quote.

**XII. OLD BUSINESS**

**a. Hanel**

As discussed above, the winter Hanel event is on Saturday, December 2, 2023 at 7pm featuring Larry Gareau. Board members are encouraged to attend and volunteer if possible.

**b. Open Board Positions**

Diane Stamm said it was decided at the special meeting that no action be taken at this time.

**XIII. NEW BUSINESS**

Maureen O'Connor Lyons asked Diane Stamm to mention the M&T Bank event. Diane Stamm said the bank is excited to be part of the community. They are sponsoring the 5k race and the owner has volunteered his staff to run in the race. The check presentation was very nice.

The staff also wants to start a book club so they will likely be reaching out to the library.

**XIV. PUBLIC PARTICIPATION**

There was no Public Participation.

**XV. ADJOURNMENT**

**MOTION:** Christine Shooshan moved to adjourn. Fiona York seconded the motion. The motion unanimously and the meeting adjourned at 8:11pm.

**XVI. The next Board of Trustees meeting is scheduled for April 10, 2023 at 7pm.**



Library Director  
monthly report 01-23



Article.pdf



02-28-23  
Investment Committee



House Committee  
List 3-10-23.pdf



Revised Library  
Drawings.pdf