

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
March 14, 2022

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Laurel Goodgion, Pauline Kruk, Iris Larsson (joined at 7:20pm), LeeAnn Manke, Maureen O'Connor Lyons, Christine Shooshan, Diane Stamm, Fiona York

BOARD MEMBERS ABSENT

Andrew Brecher, Lisa Jones, Neil Ryan

STAFF

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

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

Sharon Braverman (absent)
David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:15pm.

RECEIVED FOR RECORD
IN NEWINGTON, CT
2022 APR - 5 AM 11: 27
John O. ...
Town Clerk

I. ROLL CALL

Elizabeth Rogers called the role.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said the 150th anniversary committee chose June 11th as the tag sale date. The committee is agreeable if the library or Friends want to participate by having a book sale on that date. The segment of the town budget for the library is March 19th at 9am-12pm. There were some issues at the last council meeting due to the meeting being hybrid. They are trying to correct the issues so the next meeting goes smoothly. The voting districts have changed because of state requirements; all seven districts are open for voters. This information will go out through different sources to alert voters. Town hall will be a voting place on voting day. LeeAnn Manke informed him of a document in regards to the facility committee that inadvertently left out an agreement that was made with the library in terms of differences. This was simply an oversight and will be included. Maureen O'Connor Lyons asked where the tag sale is being held. David Nagel said it is town wide, no specific location; but parks and recreation will have some events at Mill Pond Park.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson experienced technical difficulties and was unable to report on this.

V. APPROVAL OF MINUTES

Pauline Kruk noted the following changes:

- On page 6 under Communications, *bade* should be *badge*.

- On page 7 under Open Board Positions *republican* should be capitalized.

Laurel Goodgion noted the following change:

- On page 6 under Communications, *Current* should be *Hartford Courant*.

MOTION: Laurel Goodgion moved to approve the minutes of the February 14, 2022 meeting as amended. Maureen O'Connor Lyons seconded the motion. Anna Eddy abstained. The motion passed.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm reiterated what David Nagel said about the town council meeting on March 19th to discuss the library budget. She asked that board members review and respond to the director's evaluation form that was distributed via email. As the COVID numbers drop and the weather turns to spring, Diane Stamm asked board members to think about ideas for some kind of Hanel event, possibly something outdoors in case of a COVID outbreak. Fiona York asked what the timeframe for this event is; is there a specific timeframe it is usually done in. Diane Stamm said there is no specific timeframe; the library normally does 2 Hanel events in one year. Anna Eddy said it is typically done on off-peak hours when the library is closed; such as Friday nights or Sundays. LeeAnn Manke suggested reaching out to the individuals who were in line for the Hanel event before COVID. Anna Eddy said she has that contact information; she will coordinate with Karen Benner to reach out. Diane Stamm asked Anna Eddy to let the board know if she needs more volunteers for outreach.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said the library is in really good shape in terms of working funds. Most of the race sponsors have already submitted their information. If trustees are planning to contribute LeeAnn Manke asked they do so soon. She suggests putting some excess funds from the checking account into the Santander money market. LeeAnn Manke is looking at different banking options; currently TD Bank and Liberty Bank. A transfer will not happen until at least the summer as the library still has many checks and deposit slips for the current bank. Scott Hogan is upgrading the speed and memory on the laptop. Diane Stamm said she is glad to hear that the improvements they voted on awhile back are coming to fruition.

LRWL Treasurer Report February 28, 2022

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (1/31/22)		\$ 40,619.31
Income:		
2022 5K Race:		
Sponsors	\$ 3,050.00	
Memorial Donations	\$ 92.00	
Sliva Donations:		
In memory of J. Kaval	\$ 466.00	
Family Donation	<u>\$ 2,400.00</u>	
	\$ 2,866.00	
Adult Programming	<u>\$ 50.00</u>	
		<u>\$ 6,058.00</u>
		\$ 46,677.31
Expenses:		
General Administrative	(\$ 150.00)	
Postage – Legacy	(\$ 27.74)	
Gifts to the Library:		
Tablet Cases	(\$ 160.50)	
Subscriptions	<u>(\$ 301.27)</u>	

(\$ 639.51)

Ending Balance (2/28/2022) \$ 46,037.80Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (1/31/2022)	\$106,978.03	
Change in Value/Interest Earned	<u>\$.82</u>	
Ending Balance (2/28/2022)		<u>\$106,978.85</u>

Santander Money Market (Restricted Funds)

Beginning Balance (1/31/2022)		\$ 29,207.04	
Income:			
Interest Earned:	<u>\$ 1.12</u>	<u>\$ 1.12</u>	
Ending Balance (2/28/2022)			<u>\$ 29,208.16</u>

All reimbursements from restricted funds have been made to unrestricted accounts. We continue to receive 2022 5K Race Sponsorships at a good pace. Please remember to submit Trustee Sponsorships in a timely manner.

As previously discussed, I am in process of reviewing our different banking options for our immediate access accounts. I will continue to investigate which institution best suits our organization's current needs and will then advise the Board of my recommendations. Whether we remain with Santander or move the accounts elsewhere, we will have to incur the costs for the necessary checks, deposit slips, stamps, etc. needed for these accounts to accommodate our change in postal address.

Scott Hoagland currently has the Trustee laptop and is performing the work required to upgrade the unit as well as obtain an exterior hard drive back up for the system. Accounting processes continue on a manual basis while he is working on the computer.

Restricted/Unrestricted Funds PE February 28, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$496,341.87	\$268,250.75	\$764,592.62
Kingston Money Market	<u>0.00</u>	<u>\$106,978.85</u>	
Total Kingston Portfolio	\$496,341.87	\$375,229.60	\$871,571.47
Santander Money Market	\$ 29,208.16	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 46,037.80</u>	
Totals	<u>\$525,550.03</u> (55.51%)	<u>\$421,267.40</u> (44.49%)	<u>\$946,817.43</u>

Restricted Equity Funds Report for Periods Ending December 31, 2022 and February 28, 2022 are complete.

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
March 2, 2022

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached library director's report.

Lisa Masten said Newington is in the yellow level; as such the library has added most of the seating back, the study rooms are open, and no masks are required in the library. They are gradually opening the meeting rooms. However, these first need to be emptied as they were being used for storage. They are waiting to determine programming for the library in April, May, and the summer; they hope to have some in person programs such as story times and book discussions. New shelving for the teen area arrives Thursday. A mandate from the facility director was issued to clean out the mechanical rooms. This has been challenging as this space was being used for storage. The library will be virtually hosting another author visit. On June 16th Stewart O'Nan will be discussing his new book, Ocean

State, and the library will be able to sell autographed copies. He is doing this pro bono but would like some swag items. The Friends fundraiser went exceptionally well. There is a slide presentation on the library website of quotes from the I Love Lucy hearts fundraiser. Today was the last day for the winter reading program for teen and children's, and adults finished last Friday. The adults program had over 300 people participate. The summer reading theme is ocean of possibilities.

Maureen O'Connor Lyons asked if the library will be keeping the shortened hours. Lisa Masten said no, this is not intended to be permanent. It is simply due to the library being short staffed. She also said patrons love the Sunday hours.

Maureen O'Connor Lyons asked if Leslie Berger is aware of the I Love Lucy fundraiser. Lisa Masten said no, but will send her the information.

LeeAnn Manke said she was very happy to see the uplifting comments on the fundraising hearts and agreed that Leslie Berger should have that information.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said the digital services librarian has completed her third month in the position and she is doing well. Karen Benner has been stepping away from supporting the position as they have settled in more and gotten more confident in the work and load. However, the circulations supervisor is currently out on maternity leave so that position will need coverage in her absence. The management software system is up and running; patrons can register for programs online. The Page Turners book discussion group in the evening will be hosting Matthew Dicks on April 7th to discuss his book *Memoirs of an Imaginary Friend*. He has been at the library before. If this event is held in-person, it will be limited to about 25 people. Karen Benner said the library is still doing collaborative programming. She said Michelle Royer has done a great job working with other libraries; all events have had good attendance and the majority of these events are free to the library.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said the I Love Lucy fundraiser earned about \$3,300. They have arranged to have the container in the yard replaced with a shed that should be coming in mid May. The container is being removed by the owner at no cost. The next book sale is planned for April 30th - May 1st at the senior center. In preparing for the new shed they have some site prep to do that includes moving the sprinkler system. Sheila Rowell thanked Lisa Masten for working with the town to make these site preparations easier and smoother. Mike Kylie has been working with Wild Apricots, the software that is used for membership, and has facilitated a lot of the options that the Friends did not know about. This has made the software more functional and operational for the Friends as a resource.

XI. COMMITTEE REPORTS

a. Budget

i. Budget Update

Maureen O'Connor Lyons said, as David Nagel reported, that the town council meeting is on March 19th. She said that Lisa Masten and the staff have done a great job covering the unfunded positions and the absences of other staff for various reasons. LeeAnn Manke asked if the proposed library budget still shows the two unfunded positions. Lisa Masten said yes. David Nagel said he has not been given firm information on the status of these positions.

Laurel Goodgion asked if the board can somehow work towards filling the positions for this mid-year or next year. Lisa Masten said she has asked but she has not heard back; it likely depends on how the economical development is over the next few months. Fiona York added that having the teen position filled ahead of summer time is very important. Maureen O'Connor Lyons asked if there is open dialog with Keith Chapman. Lisa Masten said yes. Diane Stamm asked if the public is able to comment

on the proposed budget at the March 19th meeting. David Nagel said the meeting is open to the public so he assumes the public can speak to it. Diane Stamm suggests members share their concerns at the town council meeting on March 19th from 9am-12pm.

b. PEP (Planning, Evaluation, Policy) Committee – Laurel Goodgion

i. Annual Evaluation of Library Director

Laurel Goodgion said Lisa Jones sent out the request for the library director's evaluation form. Please turn them into her by March 25th. Diane Stamm suggested that Fiona York review the form to familiarize herself with it.

c. Investment Committee – Neil Ryan

Neil Ryan submitted the investment committee report via email prior to the meeting (see attached).

d. House Committee – Diane Stamm

Diane Stamm sent out the spreadsheet with the results of the once a year walkthrough (see attached). She said staff and facilities have done a great job checking things off the list. However, some items do need board consideration. Diane Stamm said it is important to submit any work orders to the town and facilities.

Laurel Goodgion thanked Dave as he has gotten a lot accomplished on the list. Diane Stamm agrees.

e. Facility and Site – Maureen Lyons

i. Update with LDS Meeting

Maureen O'Connor Lyons sent out the update from the LDS meeting (see attached Feasibility Study) with Leslie Berger and the consulting architect. She thought the meeting was great; the committee gave Leslie Berger an earful of what they feel the library needs. LDS is doing an enhancement of the 2017 study. Maureen O'Connor Lyons included Andrew Brechers list that he distributed (see attached Features Checklist). He requested and is pushing for reconvening the existing library committee group. Maureen O'Connor Lyons said she would need to get in touch with Newell to setup a meeting with town management to discuss this. Leslie Berger does have an aggressive schedule. She hopes to have everything ready so a referendum can be held in November.

Anna Eddy asked if there was a formal vote taken to hire LDS. Diane Stamm said the town is paying for their services and there was a vote to update the 2017 study. Laurel Goodgion said LeeAnn Manke made a lot of good substantial comments during the LDS meeting. Diane Stamm said the architect is involved so that Leslie Berger can take the list Andrew Brecher created and figure out how to take the needs of the library and accommodate those within the library space. Laurel Goodgion hopes Leslie Berger will be able to give insight on a rough estimate for what they propose. Maureen O'Connor Lyons asked Lisa Masten if she has any comments. Lisa Masten said the architect asked specific questions about usage. LeeAnn Manke added that he asked about the specific needs of library staff so he can include that in his concept drawing.

f. Fund Development – Anna Eddy

Anna Eddy said she will update the flyers for the footnotes mailing as she hopes to vote on them at the next meeting. LeeAnn Manke said she was at a town council meeting last week where it was referenced that the fire department received a grant they applied for by utilizing the town grant writer, Sandra Richmond. They thanked her as she was very helpful in helping

them apply for this grant. LeeAnn Manke suggested possibly utilizing her for the library expansion. David Nagel said the company Sandra Richmond works for, Sonic, a local company, was hired by the town to aid any departments that wish to search and apply for grants. Diane Stamm assumes Sandra Richmond would need input from staff or board members to write the grant. David Nagel said yes.

Anna Eddy said last summer, her idea was to apply to the Hartford Foundation for Public Giving and Lisa Masten was able to get the hotspots utilizing this opportunity. Anna Eddy is considering approaching them about being a sponsor for the 5k race. Lisa Masten said she was looking at their grant opportunities but has made no decisions yet; she will let Anna Eddy know once she does.

LeeAnn Manke asked if the grant writer will help search for grant opportunities. David Nagel said yes. LeeAnn Manke said she will reach out to her to get more details and asked David Nagel the best way to get in touch with her. David Nagel said she can go through the town to get her information.

g. Nominations – Maureen Lyons

No report.

h. Communications – Lisa Jones

Lisa Jones emailed the director's evaluation form and committee report (see attached). She also sent out ideas on how to publicize the 5k race. Diane Stamm asked members to please review and let the board know which ideas they like and want to pursue.

XII. OLD BUSINESS

a. Newington Library 5K Challenge Road Race Update

Prior to the meeting Anna Eddy emailed the Task and Assignment List (see attached).

MOTION: LeeAnn Manke moved to approve the expenditures for 250 bottles of Avery's soda with the special 5k race 25th anniversary logo. Maureen O'Connor Lyons seconded. The motion passed unanimously.

Christine Shooshan said the lanyards have been ordered and should be here this week.

Volunteers will have a royal blue lanyard with white letters, the staff will have a white lanyard with green letters, and board members will have a green lanyard with white letters. The cost was approximately \$471. Since she has money left over, as the budget was \$750, she and Lisa Masten discussed the tablecloth issue. Does the board want her to look into this. Laurel Goodgion said yes since she felt the tables looked bare last year. LeeAnn Manke asked how many tablecloths they currently have. Lisa Masten said 4-5. Diane Stamm is in favor of Christine Shooshan looking into this. LeeAnn Manke suggests no table clothes on the food tables due to residue. Christine Shooshan said they might be able to have something like a plastic cover on the tablecloth for the food.

Pauline Kruk said she likes the idea of the balloon arch. Anna Eddy suggests having it at the end where the runners finish. Diane Stamm feels more pictures are taken at the start line.

Anna Eddy said someone took a video last year of the finish line as people finished. Lisa Masten said if this is purchased, volunteers will need to set it up early. Pauline Kruk said she will find out more information for balloons and inflatable's.

Christine Shooshan said in her discussion with Lisa Jones, they want to bring the community in and provide more involvement especially for the kids.

LeeAnn Manke said at the waterfall festival the girl scouts did face painting. She suggests reaching out to youth groups such as key club or honor society to see what they may want to do. Lisa Jones is concerned that something like this will impact parking and could create lines; the timeframe of the race is also quite short. Diane Stamm suggested joining with the Friends and offering face paint at one of their book sales instead of the 5k race. Christine Shooshan

will bring this information back to Lisa Jones.

b. Open Board Positions

Diane Stamm said there are still two open positions; Corporate and Republican. Please let the board know if you have any candidates and try to seek out new members. David Nagel said a list was distributed to town employees so they can also search and suggest possible members.

XIII. NEW BUSINESS

David Nagel mentioned that the library agenda item for the March 19th meeting is currently under new business but it might be under old business come the next meeting which would be discussed earlier in the meeting. LeeAnn Manke asked if there is a date for the meeting being held after March 19th. David Nagel said he cannot remember.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Laurel Goodgion moved to adjourn. Maureen O'Connor Lyons seconded the motion. The motion passed unanimously and the meeting adjourned at 8:51pm.

XVI. The next Board of Trustees meeting is scheduled for April 11, 2022 at 7pm.



Library Director
monthly report 01-22



02-28-22 Investment
Committee Report.xls



2021 walk-through
sorted by responsibility



LRW Feasibility
Study - Brecher.pdf



LRWL Features
Checklist.xlsx



LRWL
Communications Com



5K Race Annual
Timeline and Task List