

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
April 10, 2023

BOARD MEMBERS IN ATTENDANCE

Andrew Brecher, Anna Eddy, Pauline Kruk, LeeAnn Manke, Maureen O'Connor Lyons, Neil Ryan, Christine Shooshan, Diane Stamm, Fiona York

BOARD MEMBERS ABSENT

Iris Larsson, Scott McBride

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 7:05pm.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said currently there are no changes to the library budget. There will be one more opportunity for town council to make changes on April 18, 2023. There is one person currently being considered for a position on the permanent building committee; if approved that would make three on the committee which is the minimum needed.

IV. SECRETARY'S REPORT – Iris Larsson

Diane Stamm assumes there is no report as Iris Larsson is not here.

V. APPROVAL OF MINUTES

MOTION: Christine Shooshan moved to approve the minutes of March 13, 2023 as presented. LeeAnn Manke seconded the motion. Anna Eddy and LeeAnn Manke abstained. The motion passes.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said the 5k race is still being discussed and planned. She asked if library staff are hosting a volunteer appreciation event. Karen Benner said no. Lisa Masten has a meeting with staff next Wednesday to discuss dates for a staff appreciation gathering/event hosted by the board.

RECEIVED FOR RECORD
IN NEWINGTON, CT
2023 MAY -2 PM 12:01
Diane Stamm
Town Clerk

The Friends book sale is this weekend; Diane Stamm encourages members to volunteer or attend if possible.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said sponsorships and registration funds continue to come in. Some restricted funds have been utilized to purchase various books and subscriptions. She noted that the tablet subscription has not increased yet. Karen Benner said while they are looking to add more tablets the price will not increase.

Dean Spada at Kingston has been moving funds around to relatively liquid assets to make some returns for the library.

LeeAnn Manke commented that while on paper the library does appear to have a lot of money, the restricted funds are tightly controlled as to how they can be spent.

a. Identifying Authorized Signers

LeeAnn Manke is in the process of consolidating banks; moving to TD Bank as they can host the checking, money market, safety deposit box and credit card.

Anna Eddy read the following Resolution (attached below):

Be it resolved that the Board of Trustees of Lucy Robbins Welles Library, Inc., located at 100 Garfield Street, Newington, Connecticut, has determined that the following individuals are authorized to be named on and act as signers of any and all of the organization's TD Bank accounts:

- LeeAnn Wetherell Manke, Treasurer
- Diane Stamm, President
- Maureen O'Connor Lyons, Vice President

MOTION: Anna Eddy moved to approve this Resolution. Pauline Kruk seconded. The motion passed unanimously.

Anna Eddy read the following Resolution (attached below):

Be it resolved that the Board of Trustees of Lucy Robbins Welles Library, Inc., located at 100 Garfield Street, Newington, Connecticut, has determined that the following individuals are authorized to be named on and act as signers of the organization's Business Credit Card account:

- Lisa Masten, Director
- Karen Benner, Assistant Director
- LeeAnn Wetherell Manke, Treasurer

MOTION: Anna Eddy moved to approve this Resolution. Christine Shooshan seconded. The motion passed unanimously.

MOTION: Anna Eddy moved to amend the agenda to include 5k Race Committee discussion under Old Business. LeeAnn Manke seconded. The motion passed unanimously.

LRWL Treasurer Report
March 31, 2023

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (2/28/2023)		\$ 49,403.51
Income:		
5K Race:		
Sponsors	\$ 4,050.00	
Registration	\$ 864.00	
		\$ 4,914.00

Memorial Donation	\$ 139.00	
Children's Donation	\$ 230.00	
General Donation	\$ 174.01	
Network for Good	\$ 70.00	
		\$ 5,527.01
		\$ 54,930.52

Expenses:		
Administrative Costs: Clerk	(\$ 150.00)	
Subscriptions	(\$ 465.00)	
Somak – 5K Sponsor NSF	(\$ 150.00)	
Pelino Book Fund: Collection	(\$ 165.22)	
Sliva: Author Dan Santat books	(\$ 54.34)	
Collections: Cart & Lawn Purchase	(\$ 58.47)	
		(\$ 1,043.03)

Ending Balance (3/31/2023) **\$ 53,837.49**

Money Market et al in Kingston Non Investment (Unrestricted Funds)

Opening/Beginning Balance (2/28/23)	\$228,342.55	
Income Earned	\$ 396.89	
Change in Value/Expenses	(\$ 13.23)	
Ending Balance (3/31/2023)		<u>\$228,726.21</u>

Santander Money Market (Restricted Funds)

Beginning Balance (2/28/2023)	\$ 40,724.23	
Interest Earned:	\$ 1.73	
Ending Balance (3/31/2023)		<u>\$ 40,725.96</u>

All reimbursements from restricted funds have been made to unrestricted accounts. As of April 6, 2023, Santander checking account balance is \$53,387.49. Platt Timing Systems has been paid a deposit for 5K Race services. Anticipate a \$15.00 bank fee for 5K Race sponsor NSF check return. To date, sponsor has not resubmitted donation.

Restricted/Unrestricted Funds PE March 31, 2023:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$491,963.14	\$222,966.99	\$714,930.13
Kingston Money Market et al	0.00	\$228,726.21	
Total Kingston Portfolio	\$491,963.14	\$451,693.20	\$943,656.34
Santander Money Market	\$ 40,725.96	0.00	
Santander Checking	0.00	\$ 53,837.49	
Totals	<u>\$532,689.10</u> (51.31%)	<u>\$505,530.69</u> (48.69%)	<u>\$1,038,219.79</u>

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

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached.

Lisa Masten said town hall had solar panels installed on Saturday and fortunately they took great precautions as the library had no adverse effects (internet or phone outages, etc.). The facilities department is working with an organization to review the skylight as there is still a small leak. The library is continuing Diversity, Equity and Inclusion (DEI) training with Yvonne Austin; they are currently working in focus groups in the various departments. Lisa Masten is excited to continue working with Yvonne as she is dynamic and engaging. Winter reading has finished; 154 children participated and 420 adults participated, they read, cumulatively, 2,100 books. The theme for summer reading is Find Your Voice. As toddler story times have been filling up immediately, they are trying to figure out how to offer additional programming for this age group. They are excited to offer a Seed

Garden and Propagation Garden this year which the senior center is helping with. Patrons will be able to take and bring seeds and/or clippings. The women's club will help to host Teddy Bear Clinic again this year. Jen Herbert will be hosting a Digital Security Tour and Karen Benner is hosting Fact, Fashion, Fiction. Alvarium Roasting Company also held a free program for the library. Anna Eddy asked if the diversity programming was offered from the town. Lisa Masten said no, the library sought this out to make staff better prepared to react and handle difficult situations.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said the ukulele program has kicked off, there are 5 in circulation. The ukulele program, co-sponsored by Newington Parks & Recreation, was great and they now offering lessons. She and Michelle Royer attended a Heart Saver, CPR, AED class sponsored by the Newington Chamber which was run by Newington EMS; she enjoyed it very much as she had not done it before and it was very informative. A patron requested additional assistive technology, something that converts speech to text as she is hearing impaired. After discussion with Jamie, the Senior Center Director, they found that Zoom offers something like this and are looking further into it.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said there are now ramps on the sheds as well as flower boxes. The student volunteers for the book sale have been fantastic. The Friends received a 5,000 CD/DVD donation and have received some great quality (like new) children's books donations. The senior center will be selling plants at the book sale again.

LeeAnn Manke asked if they send the Friends newsletter to non-profits. Lisa Masten and Sheila Rowell said they believe it is only distributed through the school system. Sheila Rowell said she can look into adding them in the future.

XI. COMMITTEE REPORTS

a. Budget

LeeAnn Manke said as David Nagel said earlier the library is awaiting approval from town council.

Diane Stamm thanked those who attended the council meeting to discuss the library budget.

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

Pauline Kruk said she still needs the director evaluation forms from some board members and will have a report for next month.

As to food in the library, Pauline Kruk and Lisa Masten found the current policy and believe it needs no change as it was updated around 2019-2020.

Diane Stamm asked for a copy of the public participation policy the library follows. Lisa Masten will send that and the behavior policy.

c. Investment Committee – Neil Ryan

See attached.

Neil Ryan said March was an up month and the year is up as well.

d. House Committee – Diane Stamm

Diane Stamm apologized for not sending out the list but will do so in the near future. Items are slowly getting ticked off and they are still waiting on fabric samples for the chairs.

Diane Stamm asked if the lights on Cedar Street have been updated for the time change. Lisa Masten said she will check.

LeeAnn Manke would like to meet separately with Lisa Masten and Diane Stamm to discuss fabrics for the window dressings.

e. Facility and Site – Maureen Lyons

i. Look Book

Maureen O'Connor Lyons said the architect is supposed to get her the look book within the next two weeks.

Anna Eddy asked if she will be calling a committee meeting to discuss. Maureen O'Connor Lyons said yes, the meeting will be an open meeting meaning all board members are invited to attend.

f. Fund Development – Anna Eddy

See attached flyers.

Anna Eddy distributed the flyers she is proposing be sent in the June 2023 and December 2023 footnotes.

Fiona York asked if these are distributed via email as well. Anna Eddy said no, this is added to the Friends footnotes mailing. Lisa Masten said the Friends do email their footnotes to members and if asked they would likely include these flyers in the email.

MOTION: Andy Brecher moved to approve up to \$1,200 for the printing of these June 2023 and December 2023 flyers. Pauline Kruk seconded.

Fiona York mentioned that the quote “It’s people who...” on the flyer with the little boy picture looks oddly formatted to her and suggested having two columns; the boy on the left where he is and all the quote text to the right of him. Anna Eddy thanked her for the suggestion and will make that change.

The motion passed unanimously.

Anna Eddy shared that she plans to travel more in the coming years and thus will not be able to be the sponsor coordinator moving forward. She is open to mentoring someone to take this position and suggested a succession meeting be set up to discuss the finer details.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons said no report.

h. Communications – Christine Shooshan & Fiona York

Fiona York said they are currently focused on 5k race promotions. She submitted the recent M&T event to Newington life for posting, and Fox 61 will potentially promote the race closer to the event date. She has also been sharing these announcements on social media on various Newington pages.

Diane Stamm suggested reaching out to local radio or TV as they may still offer public service announcements. Fiona York said she will look for contacts in this field.

XII. OLD BUSINESS

a. Hanel

Diane Stamm said the Hanel event is on December 2nd in the evening with Larry Gareau. Karen Benner said The Friends are still working on a second event. They hope to present an Anita Wilson concert but will get the board more information as they progress.

b. 5k Race Committee

Diane Stamm said the next meeting will be at 6pm.

Diane Stamm asked if Andy Brecher can map out the course for the little readers race. Andy Brecher suggested they run in the lane with the regular runners but have a line identifying where the kids finish line is.

Diane Stamm said the lawn may be safer for if kids fall and it may be easier to control versus them running on the road and thus having to move cars to make it safer for the kids. Andy Brecher and Anna Eddy volunteered to figure this out; they will reach out to Michelle Royer and Jay Krusell.

c. Open Board Positions

Diane Stamm said there are Corporate and Republican positions open so please spread the word to family, friends, or anyone you think may be a good fit on the board.

XIII. NEW BUSINESS

As stated earlier, the board is waiting to hear from Lisa Masten on organizing staff appreciation hosted by the board.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Anna Eddy moved to adjourn. Fiona York seconded the motion. The motion passed unanimously and the meeting adjourned at 8:37pm.

XVI. The next Board of Trustees meeting is scheduled for May 8, 2023 at 7pm.



Resolutions.pdf



Library Director
monthly report 02-2



03-31-23
Investment Committe



IP Flyer_Are You a
Visionary_June 2023.



IP Flyer_Monthly
Donors_Legacy Chan



UIP Flyer_Monthly
Donors_Legacy Chan