

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
May 8, 2023**

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

Andrew Brecher, Scott McBride

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director (7:29pm)
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 7:00pm.

RECEIVED FOR RECORD
MIDDLETOWN, CT
2023 JUN - 8 AM 9:42
Diane Stamm
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 there are 3 candidates for the town manager opening; more information may be given at tomorrow night's town council meeting.
LeeAnn Manke asked about the status of the permanent building committee. David Nagel said there are three official members so far. If they choose to meet they can but David Nagel does not know when or if they will meet or if more members will be added.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson said no report.

V. APPROVAL OF MINUTES

MOTION: Anna Eddy moved to approve the minutes of April 10, 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 May is all about the 5k race; so far things are in good shape. Reminder for board members to think about nominations and committees as that will be discussed at the June meeting.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said this month's report is different from previous reports as the transition to TD

Bank is in progress. She asked that if anything is needed of her as treasurer from May 15th through the end of May, to please get in touch with her this week as she is having surgery on her dominant hand. Maureen O'Connor Lyons asked if the Santander accounts will be closed out completely. LeeAnn Manke said yes; part of the reason for the switch to TD Bank is because Santander does not offer business credit cards or safety deposit boxes.

Diane Stamm thanked LeeAnn Manke for her due diligence in finding a good fitting bank for the library.

LRWL Treasurer Report
April 30, 2023

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (3/31/2023)		\$ 53,887.49	
Income:			
5K Race:			
Sponsors	\$ 7,100.00		
Registration	<u>\$ 1,472.26</u>		
		\$ 8,572.26	
FAX Commission		\$ 25.27	
Memorial Donations		\$ 400.00	
General Donations		\$ 141.80	
Network for Good		<u>\$ 35.00</u>	
			\$ 9,174.33
			\$ 63,061.82
Expenses:			
5K Race:			
Platt Timing Deposit	(\$ 500.00)		
Sponsor NSF Fee	<u>(\$ 15.00)</u>		
		(\$ 515.00)	
Administrative Costs: Clerk		(\$ 150.00)	
Promotions – Library Week		(\$ 495.00)	
D&O Insurance Renewal 23-24		(\$ 633.00)	
ACLB Annual Membership		(\$ 100.00)	
Pelino Book Fund: Collection		(\$ 128.46)	
Macri Book Fund: Collections		(\$ 114.15)	
Adult Programming		<u>(\$ 154.28)</u>	
			(\$ 2,289.89)
			\$ 60,771.93
Transfers (Santander to TD Checking):			<u>(\$ 20,000.00)</u>
Ending Balance (4/30/2023)			<u>\$ 40,771.93</u>

TD Checking (Unrestricted Funds)

Beginning Balance (3/31/2023)	\$ 0.00	
Transfers (Santander to TD Checking):	<u>\$ 20,000.00</u>	
Ending Balance (4/30/2023)		<u>\$ 20,000.00</u>

Money Market et al in Kingston NonInvestment (Unrestricted Funds)

Opening/Beginning Balance (3/31/2023)	\$228,726.21	
Income Earned	\$ 650.62	
Change in Value	<u>\$ 326.76</u>	
Ending Balance (4/30/2023)		<u>\$229,703.59</u>

Santander Money Market (Restricted Funds)

Beginning Balance (3/31/2023)	\$ 40,725.96
Interest Earned:	<u>\$ 1.67</u>
	\$ 40,727.63

Transfers (Santander to TD Money Market)	(<u>\$ 20,000.00</u>)	
Ending Balance (4/30/2023)		<u>\$ 20,727.63</u>

TD Money Market (Restricted Funds)

Beginning Balance (3/31/2023)	\$ 0.00	
Transfers (Santander to TD Money Market):	<u>\$ 20,000.00</u>	
Ending Balance (4/30/2023)		<u>\$ 20,000.00</u>

All reimbursements from restricted funds have been made to unrestricted accounts. As of May 7, 2023, Santander checking account balance is \$37,086.43. This reflects 5K Race sponsor receipts and also payment for the 5K Race T-shirts as well programming and subscription costs expended thus far for May. The April balance does reflect \$15.00 bank fee for 5K Race sponsor NSF check return. To date, sponsor has not resubmitted donation.

We have established both a Business Checking and a Money Market account at TD Bank. Checks and register book, deposit slips, and deposit stamp were received last week. We have also obtained a credit card with TD Bank and will be cancelling our credit account with Bank of America. Our safe deposit box is also at TD Bank. These actions will allow us to eventually move all of our regular banking under one "umbrella" at a single banking institution. The intent is to transfer the remaining Santander funds from the checking and Money Market to the TD counterparts after we have utilized the remaining Santander checks, maintaining adequate balances at both banks to avoid fees until the final transfers are made. The goal is to accomplish all of the transfers and account closings prior to the close of the Fiscal Year June 30, 2023.

Restricted/Unrestricted Funds PE April 30, 2023:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$491,964.58	\$229,459.01	\$721,423.59
Kingston Money Market et al	<u>0.00</u>	<u>\$229,703.59</u>	
Total Kingston Portfolio	\$491,964.58	\$459,162.60	\$951,127.18
TD Money Market	\$ 20,000.00	0.00	
Santander Money Market	\$ 20,727.63	0.00	
TD Checking	0.00	\$ 20,000.00	
Santander Checking	<u>0.00</u>	<u>\$ 40,771.93</u>	
Totals	<u>\$532,692.21</u> (50.61%)	<u>\$519,934.53</u> (49.39%)	<u>\$1,052,626.74</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
May 7, 2023

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached.

Lisa Masten is delighted to report that the town council passed the library budget which includes funding for the teen librarian position. The job has been posted and they hope to have someone lined up to start July 1st as that is when the budget kicks in. The seed/propagation station opened on Saturday. The lawn games are in circulation again and the library is working with Newington Soccer as they want to check out lawn games for upcoming games they have. The work currently displayed in the community room was done by a library staff member. Staff have finished the school visits and they visited 12 daycares. The 2 year old programs average about 40-45 kids per program. Summer reading starts in early June for the adults, and in later June for children and teens.

As members may have noticed, closed captioning has been enabled on Zoom. The library will have it enabled on all programs as a patron requested something for hearing assistance. Staff training with Yvonne Austin has been going well; they have worked in focus groups and she is having one-on-ones with Karen Benner and Lisa Masten. Karen Benners Fashion & Fiction program was a big hit. Fiona York asked if in person attendance to events are back to pre-pandemic. Lisa Masten said no,

not yet but they have been on the rise.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner was not present at this time.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said the book sale did well; the CDs were a huge hit and it generated about \$13,500. They cleaned the basement after the book sale. The Friends received a large book donation from the New Britain Museum of Art; they have been discussing donating part of it to Newington high schools for its art classes/programs. The Friends sent food to library staff to express their appreciation. The Friends also received the Chamber of Commerce Gail Whitney Service Award for Community Service.

Maureen O'Connor Lyons asked why the museum donated to LRWL instead of the New Britain library. Sheila Rowell said she believes they declined the donation.

Anna Eddy asked if they had a lot of leftover CDs from the book sale. Sheila Rowell said they had nine flats left and those were donated to a Massachusetts library for its book sale.

Anna Eddy said she asked the Friends at their meeting about adding a PDF Legacy flyer to their Footnotes emails and they are perfectly fine with that.

XI. COMMITTEE REPORTS

a. Budget

i. Budget Passed April 18

As Lisa Masten stated earlier, the budget was approved.

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

Pauline Kruk said she is still waiting for some board members to hand in their evaluation forms so she can continue the process.

c. Investment Committee – Neil Ryan

See attached.

Neil Ryan said April was another good month. He will be contacting Dean Spada to setup a meeting to discuss best options moving forward.

d. House Committee – Diane Stamm

Diane Stamm is very pleased to state that the town has already done a good job with the spring cleaning outside the library. They are still waiting on fabric selections for the chairs.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said she sent out an email with the architects draft look at pictures to be added to the look book. Leslie Burger is ill which has slowed down progress on this project.

Anna Eddy said the pictures do not quite mesh with the feel of the library; it does not look warm and inviting to her. She also does not like the skylights as the library has them currently and they have caused a lot of issues.

Fiona York feels the pictures make it look like a modern library.

LeeAnn Manke suggested verifying with the architect that these are windows and not skylights.

Lisa Masten said the East Hartford library did an expansion that is similar to the Ridgefield library and LRWL as all three have an older façade to preserve with a newer feeling building on the inside.

Diane Stamm asked about pricing. Maureen O'Connor Lyons is awaiting that information from Andrew Berman and Vinci.

Neil Ryan feels the first picture looks open and airy.

Diane Stamm suggested this committee meet and invite the entire board to discuss.

f. Fund Development – Anna Eddy

Anna Eddy thanked the Friends for working with her on the Legacy flyers. She suggested scheduling a post race/fund developing meeting to discuss succession planning.

Diane Stamm asked what the race generates. LeeAnn Manke said around \$10,000-\$12,000 a year. She also noted that the majority of other incoming funds are restricted in some fashion. The committee will meet on May 30, 2023 at 6:30pm and extend an invitation to all board members encouraging them to come.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons asked Lisa Masten to send her the nomination form as she will distribute to board members.

h. Communications – Christine Shooshan & Fiona York

Fiona York is still doing the 5k race promotion.

Diane Stamm thanked Christine Shooshan and Fiona York for their work on promoting the 5k race.

XII. OLD BUSINESS

a. Newington Library 5K Challenge Road Race Update

i. Sign-up for Saturday, Race Packet Pickup Day

Diane Stamm stressed the importance of attending the race. The Saturday pick up is very popular and thus requires a lot of volunteers. Members volunteered as follows:

9:30-11am = Fiona York, Maureen O'Connor Lyons

11am-1pm = Christine Shooshan

12-2:30pm = Anna Eddy, Neil Ryan

b. Hanel

i. Jim Lenn's Music Tour of the 60s and 70s – July 17 & July 24

Diane Stamm said the library will be piggy backing onto this event.

Karen Benner said Jim Lenn was part of the Southern California Scene and thus has a lot of knowledge of the time as well as being well versed in various musical instruments. He is also the person who did the Ukulele program recently.

The events start at 6:30pm and likely ends around 7:30pm. It is being held here in the community room.

c. Open Board Positions

Diane Stamm said please spread the word as there are two Republican and two Corporate positions open.

XIII. NEW BUSINESS

Lisa Masten said normally the staff do a volunteer appreciation breakfast but this year they did something different. Lisa Masten distributed gifts from the staff to all volunteers. Everyone thanked Lisa Masten and staff for these gifts.

In talking about appreciation, Diane Stamm asked about locations for the staff appreciation dinner hosted by the board. Lisa Masten and Karen Benner said the staff would probably like Wood-n-Tap again. They believe sometime in late September/early October would be best.

Maureen O'Connor Lyons said she will contact Wood-n-Tap to coordinate.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: LeeAnn Manke moved to adjourn. Anna Eddy seconded the motion. The motion passed unanimously and the meeting adjourned at 8:23pm.

XVI. The next Board of Trustees meeting is scheduled for June 12, 2023 at 7pm.



Library Director
monthly report 03-2:



04-30-23
Investment Committe