

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
MAY 11, 2020**

**BOARD MEMBERS IN ATTENDANCE VIA CONFERENCE CALL**

Lee Bradley, Anna Eddy, Laurel Goodgion, Judy Igielski (signed off at 7:57 PM), Lisa Jones, Pauline Kruk, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, Neil Ryan, Christine Shooshan, Diane Stamm

**BOARD MEMBERS ABSENT**

Pam Raynock

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Gail Whitney, Secretary for the Board

**FRIENDS ABSENT**

Kim Radda

**TOWN COUNCIL LIAISONS**

David Nagel  
Chris Miner

RECEIVED FOR RECORD  
IN NEWINGTON, CT  
2020 JUN -2 PM 3:44  
*Diane Stamm*  
Town Clerk

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:01 PM.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. TOWN COUNCIL LIAISON**

David Nagel reported that there are no changes to the Library's budget, a small discussion about Sundays, and nothing that would affect the budget as far as CIP matters. A public hearing was held and the budget at the moment is exactly the same as what the Town Manager has proposed. Mayor DelBuono did have some changes at the public hearing. Diane asked if Sunday hours are under consideration, and David responded yes. Chris Miner stated that David's report said it all. LeeAnn asked about CIP and David responded that the CIP budget includes the carpeting of the children's area and that was left intact.

**IV. SECRETARY'S REPORT/COMMUNICATIONS**

Iris stated she had no report.

**V. APPROVAL OF MINUTES**

Laurel commented that on page four under Discussion of Chapter 1 of ACLB Trustees Manual, it should be that there are two different ways a Board member can be selected: Town Council appointment, or

self perpetuating selection by the Library Board corporation. **MOTION: Judy Igielski made a motion to accept the minutes of April 13, 2020 as amended, Laurel Goodgion seconded the motion, all were in favor, and the motion was unanimously approved with a 12-0 vote.**

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

Diane reported that at this time in May the Activities Calendar would normally be discussing the 5K t-shirts and getting ready for race, but that has been postponed until October. The May calendar also includes nominations; Maureen has emailed the Board with nominations and committee assignments information.

## VII. TREASURER'S REPORT

LeeAnn emailed the following report to the Board:

### LRWL Treasurer Report April 30, 2020

#### ACCOUNT STATUS

##### Money Market in Investment Kingston (Unrestricted Funds)

Opening/Beginning Balance (3/31/2020)	\$106,938.21	
Interest Earned	<u>3.17</u>	
Ending Balance (4/30/2020)		<b><u>\$106,941.38</u></b>

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

Beginning Balance (3/31/2020)	\$ 7,549.69	
Income:		
Interest Earned	<u>0.62</u>	
Ending Balance (4/30/2020)		<b><u>\$ 7,550.31</u></b>

##### Santander Checking (Unrestricted Funds)

Beginning Balance (3/31/2020)	\$21,356.86	
Income:	<u>\$ .00</u>	
	\$21,356.86	
Expenses:		
General Expenses	(\$ 300.00)	
Gifts to the Library: Subscriptions	<u>( 96.59)</u>	
	(\$ 396.59)	
Ending Balance (4/30/2020)		<b><u>\$20,960.27</u></b>

Santander Update as of 5/8/2020:

Unrestricted Checking Balance is \$21,041.30, which includes receipt of 5K trustee sponsorship and expense of Sprint subscription. All reimbursements from restricted funds have been made to unrestricted checking account. To date, we have received \$9,700.00 in 2020 5K race sponsorships.

For Consideration:

The 2019 5K Race Sponsorships were promoted for funding Children's Room Improvements.

Net Profits Apportioned to All Sponsors	\$ 7,524.37
Additional Sequin Lodge Donation	<u>500.00</u>
Total Possible Amount for Board Determination	
To be Attributed to Children's Room Improvements	<b><u>\$ 8,024.37</u></b>

NOTE: A purchase order has been issue for shelving in this area in the amount of \$5,561.65. Other improvements are under consideration but not Purchase Order issued to date.

Insurance Update:

Thomas Fahy Insurance is reviewing all of LRWL Inc. policies for sufficient/redundant coverage. We have resubmitted an application and received approval for board trustee specific Management Liability insurance (Director & Officer liability coverage as well as

Employment Practices Liability insurance) which will supplement Town provided coverage. Somehow in the current unusual business conditions, our original application has gone missing. The agent is reprocessing and we are still awaiting invoice in the amount \$633.00. Further action may be required if other coverages need supplementing after review is completed. We are also investigating bringing all of LRWL Inc. policies under one umbrella of a single agency for ease of maintaining coverages as well as avoiding potential redundancies and/or insufficiencies going forward.

Restricted/Unrestricted Funds (April 30, 2020):

	<u>Restricted</u>	<u>Unrestricted</u>	
Investacorp Investment Fund	\$487,272.45	\$140,517.92	
Investacorp Money Market	<u>0.00</u>	<u>\$106,941.38</u>	
Total Investacorp	\$487,272.45	\$247,459.30	
Santander Money Market	\$ 7,550.31	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 20,960.27</u>	
Totals	<u>\$494,822.76</u> (64.83%)	<u>\$268,419.57</u> (35.17%)	<u>\$763,242.33</u>

Respectfully Submitted,  
LeeAnn W. Manke  
LRWL Treasurer

LeeAnn reported on the Directors and Officers coverage; due to the virus, signatures on the documents have been back and forth, but coverage has now taken place. The balance as of last Friday is now \$20,408.30 which reflects the payment of the \$633 premium for this coverage. Her report shows the restricted and unrestricted funds as of April 30<sup>th</sup>, however the market has improved as of March 31<sup>st</sup>.

## **VIII. LIBRARY DIRECTOR'S REPORT**

Lisa reported that comparison to last year's circulation numbers are dismal, however digital has increased tremendously: 65% in digital audio, 130% streaming movies, 40% Ebooks usage. She commented that it is nice to see people using these services. Since beginning registration for temporary library cards, people who haven't used the library before are now using it, and 66 people have registered for cards. Staff is averaging 35-40 phone calls per day helping patrons, especially those who don't have access to computers to download materials. Lisa attended a Zoom meeting with the library directors of Rocky Hill, Wethersfield, and Berlin to touch base and discuss beginning curbside service again. They are thinking around June 1<sup>st</sup>, but will first confirm with the area health director about these plans. The curbside service that was done before the library closed down will be modified with a patron requesting materials one day but won't be ready until the next day. Additionally, adults can request five materials, and children 10 materials. Pickup will also have designated times, with probably modified hours because at this time the library closes at 5:00 PM and some people work until that time. Karen, Lynn, and Sue are reviewing all of these plans to see what will work the best; Lisa will email the Board when plans are finalized. Diane asked about following CDC and health department guidelines, and Lisa responded that yes guidelines are being followed such as items sit for three days before they are even touched. They are also looking at ways to hand items to people with a touchless delivery system; everything will be bagged. Plexiglass has been ordered for all public service desks and supplies are being ordered for staff for when the building does open. It will definitely not be the same kind of service that the library has offered in the past, such as people can't come into the library and stay for a while, and the library will have to be mindful of the numbers for everyone's safety. With regard to the budget, Lisa commented that they did do an exercise if 30% of the staff has to be decreased; she hopes this number has to come to pass because if it did the library would be completely different with a staff of 41 decreasing to 17 or 18. Hours would change, and services would be diminished.

Maureen reported that Berlin staff has been going back to work on a staggered basis, and are trying to open their book drop safely. Lisa stated that the book drop bins sit in the community room before staff even touches them









