

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
June 12, 2023

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

Anna Eddy, Scott McBride

STAFF

Lisa Masten, Library Director (absent)

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 7:05pm.

RECEIVED FOR RECORD
NEWINGTON CT
2023 SEP -5 PM 12: 18
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 the town council has selected a new town manager; Thomas Hutka will be starting on July 1, 2023. He previously worked as town manager for another town that is about the size of Newington and he also has a background in overseeing various counties in Florida. Newington department heads were invited to a meet and greet for the top three candidates where they met Thomas Hutka.

Diane Stamm is excited to welcome this new town manager.

LeeAnn Manke asked if the town council has assigned a democratic liaison to the library yet. David Nagel said a list was distributed to town council members for review but the library and senior disabled center were not listed.

Maureen O'Connor Lyons asked if James Krupienski was interested in the position. David Nagel said James Krupienski did apply and he was among the top five candidates.

LeeAnn Manke asked who the members on the permanent building committee are. David Nagel said Joe Harpie and Alan Bongiovanni but he cannot recall the third member.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson said no report.

V. APPROVAL OF MINUTES

MOTION: LeeAnn Manke moved to approve the minutes of May 8, 2023 as presented. Iris Larsson seconded the motion. The motion passed unanimously.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm mentioned that the annual meeting is on September 11, 2023. In previous years there has been some form of entertainment at the annual meetings; she asked board members to start thinking about if they would like to bring that back.

Fiona York asked what kind of previous entertainment. Diane Stamm said there have been authors and overall interesting people, but anyone/anything that would spark interest or excitement from the public to make them want to attend.

Maureen O'Connor Lyons said she would rather see a business meeting and no entertainment for this upcoming annual meeting.

Maureen O'Connor Lyons added that the staff appreciation is on Friday, September 26, 2023 at Wood-n-Tap. Diane Stamm said the library has exceptional staff.

Diane Stamm reminded members that there are no official board meetings in July and August but committee meetings can still commence.

Diane Stamm asked that if members see anyone who supported the 5K Race to please express thanks for their support.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said she does not have final numbers on the 5K Race as some costs accrued on the credit card that have not been paid yet, as well as a water sponsorship that came in from the Friends. She is waiting for all the checks at Santander to clear before closing the account and moving fully to the new bank. The library received the final installment of the Janice Burrell legacy last week.

As June 30, 2023 is the end of the fiscal year for the library, LeeAnn Manke asked that members give her any outstanding bills as soon as possible.

LRWL Treasurer Report
May 31, 2023

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (4/30/2023) \$ 40,771.93

Income:

5K Race:

Sponsors	\$ 1,125.00	
Online Registration	\$ 1,916.78	
Registration	\$ 755.00	
		\$ 3,796.78

Art Commission	\$ 84.00
Amazon Smile Donations	\$ 53.12
General Donations	\$ 50.00
Network for Good	\$295.00

\$4,278.90
\$45,050.83

Expenses:

5K Race:

Trophies/Awards	(\$ 399.50)
Little Readers	(\$ 233.43)
DJ	(\$ 200.00)
Banners	(\$ 119.00)
Platt Timing	(\$ 783.00)
T-Shirts	<u>(\$ 3,104.00)</u>

(\$ 4,838.93)

Quickbooks Update/Subscription	(\$ 554.49)	
GTL: Subscriptions	(\$ 231.50)	
Davis Book Fund: Collections	(\$ 26.74)	
Pelino Book Fund: Collections	(\$ 87.99)	
Macri Book Fund: Collections	(\$ 70.46)	
C. Deschler Program	<u>(\$375.00)</u>	
		<u>(\$6,185.11)</u>

Ending Balance (5/31/2023) \$ 38,865.72

TD Checking (Unrestricted Funds)

Beginning Balance (4/30/2023)	\$ 20,000.00	
Expenses: Bank supplies (checks, etc)	<u>(\$ 259.54)</u>	
Ending Balance (5/31/2023)		<u>\$ 19,740.46</u>

Money Market et al in KingstonNonInvestment (Unrestricted Funds)

Opening/Beginning Balance (4/30/2023)	\$229,703.59	
Income Earned	\$ 1,699.16	
Change in Value	<u>(\$ 349.69)</u>	
Ending Balance (5/31/2023)		<u>\$231,053.06</u>

Santander Money Market (Restricted Funds)

Beginning Balance (4/30/2023)	\$ 20,727.63	
Interest Earned:	\$.88	
Ending Balance (5/31/2023)		<u>\$ 20,728.51</u>

TD Money Market (Restricted Funds)

Beginning Balance (4/30/2023)	\$ 20,000.00	
Interest Earned – April 2023	\$ 5.48	
May 2023	<u>\$ 16.99</u>	
Ending Balance (5/31/2023)		<u>\$ 20,022.47</u>

All reimbursements from restricted funds have been made to unrestricted accounts. As of June 11, 2023, Santander checking account balance is at \$38,865.72, the May 31 balance. TD checking account balance is \$25,048.83. This reflects 5K Race sponsor receipts, memorial donations and the final dispersal from the J. Burrill legacy bequest (\$4,762.17) as well as payment for additional 5K race expenses and several restricted fund collection purchases.

As of June 1, 2023, we are primarily utilizing the TD checking, money market and credit card accounts for regular business activity. The intent is to transfer the remaining Santander funds from the checking and Money Market to the TD counterparts, maintaining adequate balances at both banks to avoid fees until the final transfers are made. The goal is to allow all outstanding transactions at Santander to clear and then to accomplish all of the transfers and account closings prior to the close of the Fiscal Year June 30, 2023. These actions will allow us to eventually move all of our regular banking under one "umbrella" at a single banking institution - Checking, money market, credit card and safe deposit box location.

Restricted/Unrestricted Funds PE May 31, 2023:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$491,381.04	\$225,672.24	\$717,053.28
Kingston Money Market et al	<u>0.00</u>	<u>\$231,053.06</u>	
Total Kingston Portfolio	\$491,381.04	\$456,725.30	\$948,106.34
TD Money Market	\$ 20,022.47	0.00	
Santander Money Market	\$ 20,728.51	0.00	
TD Checking	0.00	\$ 19,740.46	
Santander Checking	<u>0.00</u>	<u>\$ 38,865.72</u>	
Totals	<u>\$532,132.02</u>	<u>\$515,331.48</u>	<u>\$1,047,463.50</u>
	(50.80%)	(49.20%)	

Respectfully Submitted,
LeeAnn W. Manke

LRWL Treasurer
June 11, 2023

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached.

Karen Benner gave a combined report as Lisa Masten was not in attendance.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said today was the towns deadline for the yearend budget work and any POs; she and Lisa Masten have been working hard to make sure all accounts are in order. The summer reading program kicked off on June 6, 2023. The theme is Find Your Voice and the kickoff was very strong with a steady stream of people. The children/teens summer reading program kicks off this Friday evening. Karen Benner and Lisa Masten are continuing to work with the Diversity, Equity and Inclusion (DEI) consultant and are meeting with her this week to go over the staff focus group results. This experience has been worthwhile already as they are noticing positive changes in communication. The Thursday evening concerts have started and are going well, besides a signage issue which is already in the process of being resolved (getting more lettering for the signs). In not so good news, there have been some groups of teens recently at the library causing mischief. The children's staff have visited all four elementary schools to promote events and the library in general. The teen position has been filled by someone who currently works in the children's department who has actually already been doing some teen work over the last few years; she starts as teen librarian on July 5, 2023.

Diane Stamm asked when staff find out about the teen mischief. Karen Benner said they notice as it happens. Diane Stamm asked how staff deal with the situation. Karen Benner said they ask the teens to leave the library.

Diane Stamm said if this continues to be a problem, it may be helpful to revisit current policies and consequences.

Maureen O'Connor Lyons asked if the teens cause mischief at Parks and Recreation. Karen Benner said she does not know but has seen them in town hall wheeling around on the handicapped wheelchairs.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

As Sheila Rowell is not here, Diane Stamm gave the report.

Diane Stamm said the Friends annual meeting is Wednesday, June 21, 2023 at 6:30 in this room and encourages members to attend. Karen Benner said the Friends have someone from the Humane Society speaking at the meeting.

Fiona York asked if the Friends are also off during summer. Karen Benner said she believes they have a budget meeting in July but nothing else formal, just committee meetings as needed. The Friends received the community service award from the Newington Chamber of Commerce and have received a lot of donations recently.

XI. COMMITTEE REPORTS

a. Budget

No report.

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

Pauline Kruk said she is currently coordinating a meeting with two people who are interested in joining the board. She hopes to meet with them within a month. She offered to review or create policies related to the teen mischief if Karen Benner or Lisa Masten feel it is needed.

Fiona York asked about the committee meeting with the two interested parties. Pauline Kruk

said she is asking candidates which dates are good for them and will inform committee members with those dates as soon as she gets them.

c. Investment Committee – Neil Ryan

See attached.

Neil Ryan said May was a down month for the portfolio but they are still up for the year. He contacted Dean Spada to meet for a six month review. He also brought in a recent copy of the Wall Street magazine with the headline “This market has legs, the bull is back; why more stocks could join the tech leaders.”

Diane Stamm asked that the meeting with Dean Spada not be held on a Monday as she would like to attend.

d. House Committee – Diane Stamm

i. Approval of Money for Upholstery

Diane Stamm said the eight chairs in the quiet study areas are in desperate need of re-upholstery. Staff have found and finalized the fabric for these chairs. The upholstery contractor is willing to re-upholster the children’s bench at no charge if it is done at the same time as the other eight chairs. His quote is approximately \$9,000.

LeeAnn Manke asked if staff want her to do the drapes in the same fabric as the chairs. Diane Stamm said no.

LeeAnn Manke asked for swatches of the fabric so she can coordinate her drape fabric.

MOTION: LeeAnn Manke moved for the committee to proceed with the quote and not to exceed a cost of \$10,000. Neil Ryan seconded. The motion passed unanimously.

ii. Review of Walkthrough & Spring/Summer Outdoor Maintenance

Diane Stamm spoke with Karolyn McLain about the outstanding outdoor upkeep, which includes: three dead arborvitae along the property line, the dead Boxwood by the historic doors, and general mulching and upkeep.

e. Facility and Site – Maureen Lyons

Maureen O’Connor Lyons and Lisa Masten attended a webinar hosted by the Connecticut Library; it laid out information on applying for the Connecticut Library grant for expansion. The deadline for the notice of intent for the grant application is June 30, 2023. Maureen O’Connor Lyons contacted Sonia Richmond, the grant writer for Newington, to complete the notice of intent (Maureen O’Connor Lyons distributed the draft notice of intent). If all looks good, the form simply needs Diane Stamms signature.

The application deadline for the grant is September 30, 2023; the application includes items such as: the actual application, drawings, building plans, authorization, etc. The state awards the grant in November. They allow 3 years for organizations to acquire local funding, and the organization is allowed 5 years to complete the project. Sonia Richmond suggested that the library meet with her on a weekly basis until everything is submitted to ensure no deadlines or information is missed.

Fiona York asked if the library pays for Sonia Richmond’s services. Maureen O’Connor Lyons said no, the town pays her.

Maureen O’Connor Lyons said she has not heard from Leslie Burger.

Maureen O’Connor Lyons will ask Sonia Richmond if meeting on Tuesdays work for her and coordinate with Karen Benner to find a meeting space; she will inform the board of the meeting once details are finalized.

David Nagel asked if the board plans to go to referendum this fall. Diane Stamm said no.

f. Fund Development – Anna Eddy

Anna Eddy emailed a summary of the Fund Development meeting on May 30, 2023 (see attached).

Diane Stamm read the summary Anna Eddy emailed.

As there are large outstanding items that need to be discussed and decided upon, Diane Stamm asked when works for board members to attend a committee meeting.

As the library is busy and has limited room availability, Karen Benner will check available dates and let board members know.

g. Nominations – Maureen Lyons

i. Collect Nomination Forms

Diane Stamm said now is the time to switch it up and set up new officers for success. She encourages members to think about what they want to do on the board and what role they want to fill.

h. Communications – Christine Shooshan & Fiona York

Fiona York said Lisa Masten sent her pictures from the 5K Race so she will draft post race articles to send out.

Fiona York asked for the details of the Hanel events as she will promote those in the usual places. She also asked for details on any other events that she should promote. Karen Benner will check and let Fiona York know.

Christine Shooshan said she did the thank you notes for the 5k Race donors and is waiting for information from Lisa Masten to see if there is more to do.

XII. OLD BUSINESS

a. Race Results

Not discussed.

b. Reorganization of 5K Event

To be discussed at the Fund Committee meeting.

c. Hanel

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

Karen Benner said the dates have changes to July 24 and July 31.

ii. Larry Gareau Holiday Concert – Saturday December 2

Acknowledged.

d. Open Board Positions

Discussed earlier.

XIII. NEW BUSINESS

a. Annual Meeting – Monday, September 11

As Diane Stamm mentioned earlier, would board members like to find entertainment for this meeting.

Maureen O'Connor Lyons said again that she believes this annual meeting should not have entertainment.

Fiona York asked if someone could speak on a topic the board is interested in learning more about. Maureen O'Connor Lyons said that would likely not interest the public.

The general consensus of the board is for no entertainment at this annual meeting.

Neil Ryan suggested moving the start time of normal board meetings to 6:30pm instead of 7pm.

Diane Stamm said there was a lot to discuss at this particular meeting which is likely why it ran long. Also, with her work schedule, 7pm meetings work better for her.

LeeAnn Manke suggested leaving it at 7pm for now and the board can revisit this in the future.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Iris Larsson moved to adjourn. Fiona York seconded the motion. The motion passed and the meeting adjourned at 8:56pm.

XVI. The next Board of Trustees meeting is scheduled for September 11, 2023 at 6pm.



Library Director
monthly report 04-2:



Copy of 05-31-23
Investment Committe



Fund Development
Report.pdf