

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
June 13, 2022

BOARD MEMBERS IN ATTENDANCE

Andy Brecher, Anna Eddy, Pauline Kruk, LeeAnn Manke, Scott McBride (joined at 7:30pm), Maureen O'Connor Lyons, Christine Shooshan, Diane Stamm, Fiona York

BOARD MEMBERS ABSENT

Iris Larsson
Neil Ryan

GUESTS/PUBLIC ATTENDEES

Donna Koloeziej
Leslie Burger (joined at 7:45pm)
Andrew Berman (joined at 7:45pm)
Vinici So (joined at 7:45pm)
Fatemah Shipour (joined at 7:45pm)

STAFF

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

FRIENDS

Kim Radda
Sheila Rowell (absent)

TOWN COUNCIL LIAISONS

Sharon Braverman (absent)
David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:03pm.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

Donna Koloeziej said the book sale was lovely.

III. TOWN COUNCIL LIAISON

David Nagel said he has nothing new to report in regard to the library.

IV. SECRETARY'S REPORT – Iris Larsson

Diane Stamm assumes there is no report as Iris Larsson did not submit anything prior to the meeting.

V. APPROVAL OF MINUTES

MOTION: LeeAnn Manke moved to approve the minutes of May 9, 2022 as presented. Pauline Kruk seconded the motion. Anna Eddy abstained. The motion passed.

Diane Stamm
Town Clerk

2022 SEP 14 AM 11:56

RECEIVED FOR RECORD
TOWN OF WASHINGTON, CT

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said this is the last meeting of the fiscal year as the board does not meet in July or August. The next meeting will be the annual meeting in September. The business meeting will start at 6pm followed by the annual meeting at 7pm.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke distributed her report via email (see below).

There is currently no final report on the race as not all receipts and expenditures have been submitted. However, the race was very successful. LeeAnn Manke has broken out special expenses as this was the 25th year celebration. There were more sponsorships this year than in the past. One sponsor has not paid yet, but LeeAnn Manke is still determining if they sponsored the event in kind.

LeeAnn Manke asked that if board members have any receipts for expenses please submit them a week ahead of the end of the fiscal year, June 30th, so she can clear out the end of year properly.

The New England Education Foundation has been in the process of dissolving these past few years and they earmarked libraries as recipients of their assets. The library received the final copyright for the design on the afghan. The library also received \$9,262.87 from the organization that are unrestricted funds.

Diane Stamm thanked LeeAnn Manke for her effort on getting the copyright for the afghan.

LRWL Treasurer Report
May 31, 2022

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (4/30/2022) \$ 48,164.53

Income:

Network for Good \$ 47.50
Amazon Smile \$ 15.79

2022 5K Race:

Sponsors \$ 325.00
Registration \$ 2,878.27

\$ 3,203.27

Memorial Donations \$ 250.00
Children's Donation \$ 50.00

\$ 3,566.56

\$ 51,731.09

Expenses:

General Administrative (\$ 150.00)
Laptop - External Harddrive (\$ 65.93)
Quickbooks Subscription (\$ 353.40)

2022 5K Race:

Tshirts (\$2,275.00)
Various supplies (\$ 97.65)
Signs (\$ 69.97)
DJ (\$ 200.00)
Avery Soda (\$ 496.50)
Balloons (\$ 85.31)
Timing (\$ 651.75)

(\$ 3,876.18)

Pelino Book Fund - Book Purchase (\$ 71.11)

Memorial – Lawn Games (\$ 163.00)

(\$ 4,679.62)

Ending Balance (5/31/2022)

\$ 47,051.47

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (4/30/2022)	\$106,980.65	
Change in Value/Interest Earned	<u>\$ 18.58</u>	
Ending Balance (5/31/2022)		<u>\$106,999.23</u>

Santander Money Market (Restricted Funds)

Beginning Balance (4/30/2022)	\$ 29,210.60	
Income:		
Interest Earned:	<u>\$ 1.24</u>	
Ending Balance (5/31/2022)		<u>\$ 29,211.84</u>

All reimbursements from restricted funds have been made to unrestricted accounts. Santander checking account balance as of June 10, 2022 is in the amount of \$55,925.12. This amount reflects typical June receipts from memorial, miscellaneous and 5K Race as well as some expenses paid out, as well as a larger contribution from the Newington Education Foundation (refer to Note below).

Newington Education Foundation Updates:

- In May, the Library Board received the final documents transferring ownership of the design copyright for the Newington afghan/throw allowing us to assume control/have exclusive rights with the manufacturer. There are a few of the throws currently in stock with the NEF identifier which are in our possession, but this will allow us to update the design to include our name on the product as well as make updates in the design when we place an order for future.
- As determined by the NEF Board, the remaining funds at their closure were decided to be donated to LRWL Inc to “further your (our) charitable and educational goals by gifting this sum with no restrictions so that you (we) can address the most pressing needs of the library”. The final dissolution of the NEF has occurred and we have received these unrestricted funds as of June 9, 2022 in the amount of \$9,262.87.

May 2022 5K Race Finances as of May 31, 2022 – Preliminary Report: Financials are not complete as donations have continued into June as do expenses which have yet to be documented/paid. In addition, there is one outstanding sponsorship yet to be received (\$250 from Concentric Care & Wellness – partial or in kind not indicated).

2022 5K Race Income:

Sponsors	\$11,750.00	
Registration/Online Donations	<u>\$ 4,634.90</u>	
		\$16,384.90

2022 5K Race Expenses:

Awards	(\$ 448.75)	
Platt Timing	(\$1,151.75)	
Tshirts	(\$2,275.00)	
Various supplies	(\$ 97.65)	
Signs	(\$ 69.97)	
5K 25 th Celebration Expenses:		
DJ	(\$ 200.00)	
Avery Soda	(\$ 496.50)	
Balloons	<u>(\$ 85.31)</u>	
	<u>(\$ 781.81)</u>	
		<u>(\$ 4,824.93)</u>

2022 5K Race – Net Anticipated Proceeds as of May 31, 2022 \$11,559.97

Restricted/Unrestricted Funds PE May 31, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$495,676.08	\$225,787.05	\$721,463.13
Kingston Money Market	<u>0.00</u>	<u>\$106,999.23</u>	
Total Kingston Portfolio	\$495,676.08	\$332,786.28	\$828,462.36
Santander Money Market	\$ 29,211.84	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 47,051.47</u>	

Totals	<u>\$524,887.92</u> (58.02%)	<u>\$379,837.75</u> (41.98%)	<u>\$904,725.67</u>
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Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
June 10, 2022

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

Lisa Masten distributed her report via email (see attached).

The town of Newington is still in the red for COVID levels but this has not affected the library negatively. The hybrid format of this meeting will be permanent for future meetings. Summer reading has started with 200 adults signing up on kickoff day. The children's and teens summer reading kickoff is this Friday. During this kickoff there will be some indoor crafts, a petting zoo, a glitter tattoo area, and an obstacle course run by the Little League girl's softball team. The schools are working with the library to encourage the elementary and middle school students to sign up for the summer reading program. The new shed look great and has been used recently. The new cleaning service continues to do a great job.

Fiona York asked, with the hybrid format, if the board should be prepared for public participation from in person attendants and Zoom participants. Lisa Masten said yes.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said Katie Cornell is back from maternity leave and the library staff are very glad that she is back. The library has a virtual book discussion this Thursday with Stewart O'Nan for his book Ocean State. The library has started offering programs such as this in the hybrid format; so far the virtual format has been more popular than in person. The library will open the meeting rooms to outside groups soon but they will update the meeting room agreement beforehand. The library started the art exhibits again in the community room. Michelle Royer worked with the Greater Hartford Quilters Guild and displayed their work in May.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Kim Radda said she is happy to be here. She apologized as she did not get the Friends annual meeting date out to the library trustees so they could attend. She will send the PowerPoint from the meeting to Diane Stamm.

The April book sale, which was the first large bi-annual sale in about two years, was very well attended. It raised about \$8,000. The Fall book sale is the last weekend in October, the 28th-30th. At their annual meeting the slate of officers was elected as follows:

- a. Kim Radda – President
- b. Sheila Rowell – Vice President
- c. JoAnn Cromwell – Secretary
- d. Paul Dalidowitz – Treasurer

The Friends have added Christina Caulfield to their advisory board. Another new advisory board member is Claire Thureson. The Friends have three people on their nominating committee; Daryl Googel, Mary Wood, and Mary Ellen Procko.

The Friends provided appreciation certificates to; Jamie Trevorton, the staff of the Newington Senior and Disabled Center, 11 to various student volunteers, Ron Dumaine, and to a few board members both past and current. Kim Radda is working with Lisa Masten to display books, with a brief description, that some Friends members chose that hold special meaning for them in the library. Kim Radda said if any board members here would also like to pick a book for display please let her know. The new shed is beautiful and seems to hold more books than the container. Kim Radda thanked the

board for letting the Friends use the library shed for additional storage. The Friends had a brief discussion about Winterfest but will discuss it more thoroughly.

Lisa Masten added that the porch book sale the Friends held on Saturday during the town wide tag sale was very nice. She also thanked the building department and highway department for helping oversee the install of the new shed.

XI. COMMITTEE REPORTS

a. Budget

No report.

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

Diane Stamm said unfortunately Laurel Goodgion has put in her resignation. Diane Stamm thanked Laurel Goodgion for being the head of two committee positions. Laurel Goodgion previously told Diane Stamm that she is happy to volunteer when the library needs assistance.

c. Investment Committee – Neil Ryan

LeeAnn Manke said the usual report is not ready. The library has held steady through the losses from last month in the market but she has every confidence in Dean Spada that the investment is on the right track.

d. House Committee – Diane Stamm

i. House Walk Through Update

Diane Stamm said recently the drain leaked into the children's programming area and reference area. Fortunately, when the leak started the cleaning crew was there and called the town right away to take action. The walkthrough list is about 97% done.

MOTION: Diane Stamm moved to allot up to \$2,000 for the purchase of any needed materials for the house committee projects. Pauline Kruk seconded. The motion passed unanimously.

e. Fund Development – Anna Eddy

Anna Eddy said she does not have a report right now. She and LeeAnn Manke will reconcile the race numbers and distribute the report via email.

Diane Stamm thanked Anna Eddy for her work on getting so many sponsors for the race. Maureen O'Connor Lyons also thanked Anna Eddy for all her hard work.

f. Nominations – Maureen Lyons

Maureen O'Connor Lyons has distributed the nomination forms. She has received some completed forms but needs the rest by the end of the month.

Diane Stamm said some forms were submitted tonight and she will forward them to her.

g. Communications Committee

Diane Stamm said there is currently no report as the chair, Lisa Jones, resigned from the board.

XII. OLD BUSINESS

a. Newton Library 5K Challenge Road Race Update

Diane Stamm thanked board members for their responses to the postmortem. She will compile the notes so they are ready for the next race.

Lisa Masten said all the race prizes still need to be done. She requested volunteers for this

task. Diane Stamm said they will trade emails to make sure this gets done.

b. Open Board Positions

Diane Stamm said there are town and corporate positions open.

LeeAnn Manke asked if the nominations should be directed to Diane Stamm as Laurel Goodgion is not here. Diane Stamm said yes.

XIII. NEW BUSINESS

There was no New Business.

XIV. FACILITY AND SITE – Maureen Lyons

Maureen O'Connor Lyons said Gary Fuerstenberg reached out to let her know that sometime in August the town will be doing the cosmetic fixes in the parking lot; such as shrubs and drainage repairs.

a. Update with LDS – Approx. 7:45 P.M.

Maureen O'Connor Lyons passed the floor to Leslie Burger.

Leslie Burger said LDS contracted with Andrew Berman and his team to update the 2017 feasibility study to create a library building program and a concept design for a re-imagined library. The 2017 study was really a follow up to previous studies that had been done to assess the feasibility and need for an expansion or update to the library. This study concluded that an expansion and update was recommended. The documents LDS and Andrew Berman have provided are the updated feasibility, the building program, and the concept design for the library. There are rough cost estimates included in these documents.

Andrew Berman said he feels this master plan is an indication of potential for opportunity and imagining the possibilities for the library. His team received feedback from board members and adjusted the concept design based on that feedback. These changes include solar panels as well as a planted roof.

Diane Stamm asked if Andrew Berman or his team can show the current library and how the expansion is different.

Fatemah Shipour shared her screen to display the updated design. The brown tone is the original library on the left. The proposal is to reuse some of the foundation of the original library while adding onto the building. It also includes building a new parking lot towards the east. As the instruction he received from the board was to reorient the entrance to the south, that is reflected in this plan. Patrons will enter into an open area with community rooms on the west side. The community rooms can be accessed from inside the library as well as from the outside. The children's and teen area includes an outdoor area. The second floor includes private study rooms and more space has been added to the basement. The entrance area has a plaza look to it with outdoor seating.

Maureen O'Connor Lyons asked where he envisions the staff offices on the second floor.

Andrew Berman said in the upper right of the diagram as well as the spaces at the left side in the diagram.

Maureen O'Connor Lyons asked if there is space dedicated to the Friends. Andrew Berman indicated a room on the bottom left of the second floor diagram, or another space at the bottom of the diagram.

Leslie Burger said she likes that this plan highlights the old and the new building. This is also designed to be fluid, as Andrew Berman said earlier, the needs of the library will inevitably change with the times the design has tried to account for that.

Diane Stamm thanked the team for their presentation. She likes the layout of the collection in this concept design. She asked what the lead silver/gold in the building program is and if a backup generator is included. Leslie Burger said other libraries are trying to achieve lead status

by installing this lead silver/gold as it is considered an environmentally friendly approach. Andy Brecher said he recommends not going for lead silver/gold as the environmental impact is a bit questionable depending on where it is purchased from. He thinks the backup generator is a great idea. LeeAnn Manke agrees with Andy Brecher.

Andrew Berman said that no matter the project, they have a high ambition to develop something sustainable.

LeeAnn Manke asked about the atrium as the skylight is now solar panels. She is concerned about the atrium as it can be a noise issue and how do the solar panels affect the light sources inside the library. Andrew Berman said the sides of the building still have the windows and there is a slight bit of window on the bottom of the raised solar panels.

Andy Brecher asked if they can correct the building size as it is stated wrong on the report as well as the cost estimate table. He also feels this design is not that imaginative as a majority of the items on the board's wish list were omitted completely. Leslie Burger asked where board members want to see these wish list items, in the concept or narrative. Andy Brecher said both.

Maureen O'Connor Lyons said she appreciates Andy Brecher's thoughts but agrees with Leslie that they should show the omitted items in the narrative but not the concept drawing. Andy Brecher said he believes the original strategy to proceed with this expansion is to get it to referendum where the people of Newington can see the vision of what the library can do for them. Leslie Burger said it sounds like LDS and the board need to come to a balance of what works for both parties to make a plan that does not seem frivolous but also exciting and re-imaginative to the public.

Diane Stamm said there are some good things on the list Andy Brecher is referencing that should be at least included in the narrative and the focus should be on what the library needs and not necessarily what the library wants.

Fiona York said the term sustainability will be huge as the library is in the center of town and close to many residential homes; this idea should be a focal point of how to move forward with an expansion to the libraries advantage. She likes the solar panels and the parking spots. As this is her first year on the board she needs more time to consider more details of the plan.

Pauline Kruk said she likes the concept design, the open windows and solar panels are great. However, she wants the library addition to include another meeting room as the goal is for other members and organizations of the committee to be able to use them. She is also concerned about the handicap accessibility.

Christine Shooshan said she likes the solar panels but if there are problems with them, that can quickly turn into a big issue. While she likes the planted roof she would like to see more usable space there. As Pauline Kruk said, Christine Shooshan is also concerned about the handicap accessibility as Newington has a large population of older people.

LeeAnn Manke said that this drawing is a concept. Envision this drawing as a box and what does the library want to fill it with. She feels this plan does address the needs and wants of the library. She is in favor of adding some of the more unique wish list items to the narrative but not the concept design.

Anna Eddy said in looking at the June 1, 2022 memo from LDS and Andrew Berman there is a statement that reads "the actual design for the library would be informed by a sustained design process and partnership with your architect". She asked what this means. Leslie Burger said all this means is that the library is not bound to use Andrew Berman for the actual expansion project. She suggested that board members go to the Bloomfield library to see what they used to go to referendum as they had about the same amount of materials for their referendum and it was approved. After the referendum, board members would revisit with their chosen architect to decide the specifics in the plans.

Anna Eddy asked about the project cost estimate document as it shows columns for reduced areas. She asked if there is other backup documentation that shows the reduction amongst the

various options. Vinici So said the difference between the two options is the amount of interior space. They provided these options so the board could see if a smaller space would work for their needs at the lower cost.

Anna Eddy said in regards to floor one, of the two book drops is one or both a drive up and/or can they be. Andrew Berman said yes.

Anna Eddy stated more of her concerns/questions as follows:

- The document states the community room can seat 150. Is that enough.
- The quiet reading room is adjacent to the children's room. Will that be an issue or can adequate sound proofing be installed.
- Where is the children's activity space. Leslie Burger chimed in to say she feels the children's space needs to be bigger but did not ask Andrew Berman to redraw it.
- Where are the private staff toilets. Andrew Berman said the plan includes two private accessible bathrooms.
- In the basement there is a placeholder for a mechanical room, but is there one for a secure computer hub. Andrew Berman said yes.
- In the staff workspace, there shows dedicated space to the library director and the library director's assistant but not for the assistant library director. Is there space for that position.

Diane Stamm said as the facility and site committee are the ones who worked on this that is why some folks have more information than others.

Maureen O'Connor Lyons said she has no current questions as she understands that this is a concept drawing and not the final product. She appreciates the work that Leslie Burger and Andrew Berman and his team have done thus far on this.

Diane Stamm said part of having this concept drawing is to show the possibilities visually as opposed to the written portion.

Leslie Burger suggested that the board take this to the town or to key people in the town and get feedback from them about the plan. Some tips she gave are to: be sure to pay attention to the mechanics when going to ballot, think about the collateral material as well before going public, think about how to get the community involved and excited to vote for this.

Andrew Berman said when looking at the plans and when board members share them, something important to mention is that the design incorporates a lot of seating/tables and space. This shows the ambition to accommodate a lot of people of various ages and interests.

XV. PUBLIC PARTICIPATION

Donna Koloeziej asked Andrew Berman and/or Leslie Burger, in terms of going to referendum how does this design ensure that the percentage of library card holders and attendance in the library will increase, and in this design process for the re-imagined library, was the universal design utilized to make sure accessibility was built in and not just an afterthought. Andrew Berman said the spirit is certainly built into the master plan. The motivation from the architectural side is to communicate the accessibility to the community as well as individual importance and their importance to the community.

XVI. ADJOURNMENT

MOTION: Anna Eddy moved to adjourn. Christine Shooshan seconded the motion. The motion passed and the meeting adjourned at 9:21pm.

XVII. The next Board of Trustees meeting is scheduled for September 12, 2022 at 6pm.



Library Director
monthly report 04-22