

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 11, 2023

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

Andrew Brecher, Iris Larsson, Scott McBride, Neil Ryan

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 6:01pm.

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 reviewed the liaison rules and regulations in regards to committee assignments as some liaisons felt their duties were unclear.

Maureen O'Connor Lyons asked if all committees have a liaison. David Nagel said no.

Diane Stamm asked if there has been another liaison assigned to the library. David Nagel said he does not believe so.

David Nagel said he does not have an update on the Central Facilities committee.

IV. SECRETARY'S REPORT – Iris Larsson

No report.

V. APPROVAL OF MINUTES

MOTION: LeeAnn Manke moved to approve the minutes of June 12, 2023 as presented.

Maureen O'Connor Lyons seconded the motion. Anna Eddy abstained. The motion passed.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said come October, after the slate is voted on, members will be assigned to committees.

October also brings momentum for winter activities as well as planning for the 5k Race. Reminder that staff appreciation is the end of this month on Friday September 22nd at 5:30pm at Wood-n-Tap.

While the board pays for the staff at staff appreciation night, board members pay for themselves.

RECEIVED FOR RECORD
TOWN OF NEWINGTON, CT
2023 OCT 12 AM 10:49
Elizabeth Rogers
Town Clerk

Maureen O'Connor Lyons said 21 people responded yes and 9 people responded no. Lisa Masten said the library has about 38 staff currently; she will follow up with them tomorrow and update Maureen O'Connor Lyons.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke distributed all monthly reports via email; the most recent is below and the other two are attached. The library is now completely at TD Bank.

LRWL Treasurer Report August 31, 2023

ACCOUNT STATUS

TD Checking (Unrestricted Funds)

Beginning Balance (7/31/2023)		\$ 55,978.84	
Income:			
Network for Good	\$ 164.04		
Guest Fund Donation	\$ 481.00		
Children's Donation	\$ 15.00		
Sliva Fund Donation	<u>\$500.00</u>		
		<u>\$1,160.04</u>	
		\$ 57,138.88	
Expenses:			
GTL: Subscriptions	(\$ 230.50)		
GTL: Chair Upholstery	(\$ 3,720.00)		
Postage: Legacy Mailing	(\$ 34.80)		
Administrative: CT Annual Report	(\$ 50.00)		
Insurance:			
Business Owners	(\$ 1,168.00)		
General Liability	<u>(\$ 815.00)</u>		
		(\$ 1,983.00)	
Pelino Book Fund: Collections		(\$ 111.93)	
Macri Fund: Collections	(\$ 87.73)		
Memorial: Collections	(\$ 58.38)		
Hanel – James Lenn (7/23 snacks)	<u>(\$ 33.47)</u>		
			<u>(\$6,309.81)</u>
Ending Balance (8/31/2023)			<u>\$ 50,829.07</u>

TD Money Market (Restricted Funds)

Beginning Balance (7/31/2023)		\$ 40,799.51	
Interest Earned		<u>\$ 34.65</u>	
Ending Balance (8/31/2023)			<u>\$ 40,834.16</u>

Money Market et al in Kingston NonInvestment (Unrestricted Funds)

Opening/Beginning Balance (7/31/2023)		\$232,978.19	
Income Earned		\$866.81	
Change in Value		<u>(\$ 20.18)</u>	
Ending Balance (8/31/2023)			<u>\$233,824.82</u>

All reimbursements from restricted funds have been made to unrestricted accounts.

Restricted/Unrestricted Funds PE August 31, 2023:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$490,122.12	\$249,318.89	\$739,441.01
Kingston Money Market et al	<u>0.00</u>	<u>\$233,824.82</u>	
Total Kingston Portfolio	\$490,122.12	\$483,143.71	\$973,265.83
TD Money Market	\$ 40,834.16	0.00	
TD Checking	<u>0.00</u>	<u>\$ 50,829.07</u>	

Totals	<u>\$530,956.28</u>	<u>\$533,972.78</u>	<u>\$1,064,929.06</u>
	(49.86%)	(50.14%)	

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

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached.

Lisa Masten said the new town manager, Tom Hutka started on July 1, 2023 and there is a meet and greet tomorrow at 6pm for anyone who would like to attend. Lisa Masten gave Tom Hutka a tour of the whole library this summer and he met a lot of the library staff. The three summer reading programs have all finished and they all had more people participate than in previous years. Children's programs in particular always fill up right away.

Anna Eddy asked if space limitations contribute to program size. Lisa Masten said yes, as well as not everyone is comfortable with the large group sizes pre-COVID.

Lisa Masten said there was a leak in the basement due to the recent heavy rains but facilities came over right away and took care of it. There have not been any leaks from the skylight. The heavy rains have contributed to worse than normal humidity inside the building.

Fiona York commented that is very bad for the collection. Lisa Masten and LeeAnn Manke agree but know this is due to the old HVAC system, it can only do so much.

The library has also been preparing for upcoming programs, the 5k Race and Friends events.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said there have been some changes in personnel; Sarah Riordan was a part-time children's librarian but is now the new teen librarian, Julia Mazur was a page and reference sub but has now filled Sarah Riordan spot, and Joanna Cistulli filled a part-time circulation spot as the previous staff member left for a different job. Karen Benner is currently looking to hire additional subs and is getting information together to apply for a grant for assisted technology.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said the Friends are getting ready for their October sale; they will be advertising it as a mega book sale as they had a lot of donations over the summer which includes puzzles and art books. There were some donations they had to turn down as the material was not appropriate. They are also planning the Waterfall event. The Friends corner continues to do very well.

As membership renewals just went out, Lisa Masten said to let her know if anyone is not sure of their membership status as she can check.

LeeAnn Manke asked if the Friends plan to do Winterfest again. Sheila Rowell said they have no plans not to do it, so yes it will likely be this year again.

XI. COMMITTEE REPORTS

a. Budget

No report.

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

Pauline Kruk said due to the library grant that she has been working on, the state library requested that the library director review the material and selection policy. Lisa Masten finished reviewing the policy and will email it to members for review as it will be voted on at the next meeting.

Anna Eddy asked about the status of the interviewees for the board. Pauline Kruk said Kris Riley is available and interested, and George Bernocco has not gotten back to her yet. She

noted that Fiona York is in the process of moving to a corporate position.

Anna Eddy said she actually met Kris Riley at a memorial and she was impressed by what he said and how he feels about Newington. He is the administrator of the Positively Newington FaceBook page. He is an engineer by trade and works for the CS Group-USA. He has lived in town for awhile and loves the library; his kids also participate in library events.

Christine Shooshan feels Kris Riley is a good fit for a corporate position.

Lisa Masten asked if book banning/censorship was discussed with him in the interview. Anna Eddy cannot remember if that was discussed.

Diane Stamm asked if he is interested in an officer position. Pauline Kruk said he would be willing to once he got his feet wet on the board.

MOTION: Maureen O'Connor Lyons moved to offer a corporate position to Kris Riley. Christine Shooshan seconded. The motion passed unanimously.

Maureen O'Connor Lyons asked if George Bernocco expressed interest in the position and if he contacted Pauline Kruk. Pauline Kruk said no, they left the ball in his court but she will reach out to him.

MOTION: LeeAnn Manke moved to submit Fiona York as a corporate member upon her resignation from the town position. Maureen O'Connor Lyons seconded. The motion passed.

c. Investment Committee – Neil Ryan

i. Investment Committee Meeting October 4, 2023 at 6:30pm

Neil Ryan is not in attendance but he did set up a committee meeting with Dean Spada to review investments.

d. House Committee – Diane Stamm

Diane Stamm said the chairs in the quiet reading room have been reupholstered and they are trying to figure out if the excess materials can be used to update the window treatments. A walk-thru of the library will be set up for sometime in November and all members are welcome to attend.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said she forwarded the updated look book text from Leslie Burger to members and will be reaching out again to setup a meeting to discuss.

f. Fund Development – Anna Eddy

Anna Eddy distributed the LRWL Capital Council document (see attached). This is a new program aimed to get specific sponsors for specific programs. Anna Eddy will run this by Lisa Masten for final dollar amounts and if any other targeted items should be added. Afterwards, a committee meeting will be scheduled to discuss. Anna Eddy hopes to implement this in October in order to inform 5k Race sponsors of it when she reaches out and introduces LeeAnn Manke as the new contact.

g. Nominations – Maureen Lyons

No report.

h. Communications – Christine Shooshan & Fiona York

No report.

XII. OLD BUSINESS

a. Annual Meeting – Monday, September 11

Diane Stamm said Michelle Royer and Jen Hebert are the honorees tonight and Janice Burrill

is the inductee to the Legacy Society. Anna Eddy will read the speech for Michelle Royer, Maureen O'Connor Lyons will read the speech for Jen Hebert, and Fiona York will read the speech for Janice Burrill.

b. Reorganization of 5K Event

As mentioned above, LeeAnn Manke has volunteered to engage with sponsors as Anna Eddy is stepping back.

c. Hanel

i. Larry Gareau Holiday Concert – Saturday, December 2

Diane Stamm said the two summer events were very well attended and looks forward to this event.

d. Open Board Positions

As mentioned above, Fiona York is in the process of moving to a corporate position, and an invitation will be extended to Kris Riley to join as a corporate member. There are still open Republican positions.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: LeeAnn Manke moved to adjourn. Christine Shooshan seconded the motion. The motion passed unanimously and the meeting adjourned at 6:49pm.

XVI. The next Board of Trustees meeting is scheduled for October 16, 2023 at 7pm.



LRWL Treasurer
Report 6-30-2023.do



LRWL Treasurer
Report 7-31-2023.do



Library Director
monthly report 07-2:



LRWL Capital
Council.pdf