

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
September 19, 2022

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

Andrew Brecher, Pauline Kruk, Fiona York

STAFF

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

FRIENDS

Sheila Rowell (absent)

TOWN COUNCIL LIAISONS

Sharon Braverman
David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 6:02pm.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said in terms of membership, what the library agreed to with the town remains the same and the process is in the final steps of referendum. Diane Stamm clarified that there is no change in library representation. David Nagel said yes.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson said no report.

V. APPROVAL OF MINUTES

MOTION: Anna Eddy moved to approve the minutes of June 13, 2022 as presented. Maureen O'Connor Lyons seconded the motion. Neil Ryan abstained. The motion passed.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said there are no committee assignments until October. Maureen O'Connor Lyons said if anyone changed their minds about which committees they would like to be a part of please let her know. Diane Stamm said as the board moves forward on the calendar, she wants to get back to certain programs and presentations such as Hanel events and staff appreciation. The 5k race will happen again in May.

RECEIVED FOR RECORD
IN NEWINGTON, CT
2022 OCT 12 AM 11:13
Town Clerk

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said the usual income came in over the course of the summer including a donation from the Newington Education Foundation. They dissolved and donated \$9,262.87. August and September are heavy cost months as bills come in for the insurance policies. The library also received the last bequest from Doctor Pelino.

LeeAnn Manke is closing in on the number of checks as she is in the process of opening new accounts; she is also in the process of doing the taxes and will get that to the accountant once complete.

Diane Stamm thanked LeeAnn Manke for her hard work on this as she has done herself and knows the difficulties.

LRWL Treasurer Report
August 31, 2022

ACCOUNT STATUS**Santander Checking (Unrestricted Funds)**

Beginning Balance (7/31/2022) \$ 54,629.44

Income:

Network for Good	\$ 530.00
2022 5K Race: Sponsor (FY 2023)	\$ 100.00
Sliva Fund Donation	\$ 200.00
Guest Fund Donation	\$ 480.00
General Donation	\$ 100.00
Memorial Donations	\$ 265.00

\$ 1,675.00

\$ 56,304.44

Expenses:

General Administrative: CT Filing(\$ 50.00)	
Insurance (22-23):	
Crime \$ 542.00	
Business Owner \$1,167.00	
General Liability \$ 867.00	
	(\$ 2,576.00)
Gifts to the Library: Subscription (\$ 629.56)	
Children's – Book Purchase	(\$ 155.08)
Pelino Book Fund – Book Purchase	(\$ 162.68)
Memorial – Programming	(\$ 353.54)
Deschler Programming	<u>(\$ 314.00)</u>

(\$ 4,240.86)

Ending Balance (8/31/2022)

\$ 52,063.58

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (7/31/2022) \$107,096.19

Change in Value/Interest Earned (\$ 59.55)

Ending Balance (8/31/2022)

\$107,036.64

Santander Money Market (Restricted Funds)

Beginning Balance (7/31/2022) \$ 29,214.28

Income:

Interest Earned: \$ 1.24

Ending Balance (8/31/2022)

\$ 29,215.52

All reimbursements from restricted funds have been made to unrestricted accounts. Santander checking account balance as of September 14, 2022 is in the amount of \$51,521.58. This amount reflects additional payment to Hanover Insurance for the Crime Policy – second year September 2023-2024. Company now requiring payment for 2 year policy period in full at start date.

Restricted/Unrestricted Funds PE August 31, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$495,013.61	\$196,038.30	\$691,051.91
Kingston Money Market	<u>0.00</u>	<u>\$107,036.64</u>	
Total Kingston Portfolio	\$495,013.61	\$303,074.94	\$798,088.55
Santander Money Market	\$ 29,215.52	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 52,063.58</u>	
Totals	<u>\$524,229.13</u> (59.61%)	<u>\$355,138.52</u> (40.39%)	<u>\$879,367.65</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
September 14, 2022

LRWL Treasurer Report
July 31, 2022

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (6/30/2022) \$ 54,545.40

Income:

General Donation \$ 75.00

Memorial Donations \$ 430.00

\$ 505.00

\$ 55,050.40

Expenses:

General Administrative (\$ 90.00)

2022 5K Race (FYE 2023) (\$ 16.96)

Deschler Programming (\$ 314.00)

(\$ 420.96)

Ending Balance (7/31/2022)

\$ 54,629.44

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (6/30/2022) \$107,035.56

Change in Value/Interest Earned \$ 60.63

Ending Balance (7/31/2022)

\$107,096.19

Santander Money Market (Restricted Funds)

Beginning Balance (6/30/2022) \$ 29,213.04

Income:

Interest Earned: \$ 1.24

Ending Balance (7/31/2022)

\$ 29,214.28

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

Restricted/Unrestricted Funds PE July 31, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$495,055.15	\$222,644.69	\$717,699.84
Kingston Money Market	0.00	<u>\$107,096.19</u>	
Total Kingston Portfolio	\$495,055.15	\$329,740.88	\$824,796.03
Santander Money Market	\$ 29,214.28	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 54,629.44</u>	
Totals	<u>\$524,269.43</u> (57.70%)	<u>\$384,370.32</u> (42.30%)	<u>\$908,639.75</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
September 14, 2022

LRWL Treasurer Report
June 30, 2022

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (5/31/2022) \$ 47,051.47

Income:

Network for Good	\$ 69.50
FAX Commission	\$ 1.05
2022 5K Race: Sponsors	\$ 200.00
Program – Book Sales	\$ 35.00
General Donation: NEF	\$ 9,262.87
Memorial Donations	\$ 35.00
Teens Donation	\$ 50.00
Children's Donation	<u>\$ 150.00</u>

\$ 9,803.42

\$ 56,854.89

Expenses:

General Administrative	(\$ 150.00)
Promotional – Legacy Flyers	(\$ 200.00)
Gifts to the Library: Subscriptions	\$ 624.74
Gifts to the Library: Books	(\$ 24.86)
2022 5K Race: Postage and Supplies	(\$ 210.40)
Sliva Fund – Book Purchase	(\$ 340.75)
Adult Programs	(\$ 604.19)
Memorial – Lawn Games	<u>(\$ 154.55)</u>

(\$ 2,309.49)

Ending Balance (6/30/2022)

\$ 54,545.40

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (5/31/2022)	\$106,999.23
Change in Value/Interest Earned	<u>\$ 36.33</u>
Ending Balance (6/30/2022)	

\$107,035.56

Santander Money Market (Restricted Funds)

Beginning Balance (5/31/2022)	\$ 29,211.84	
Income:		
Interest Earned:	\$ 1.20	
Ending Balance (6/30/2022)		<u>\$ 29,213.04</u>

June 30, 2022 is the close of Fiscal Year 2022. All reimbursements from restricted funds have been made to unrestricted accounts.

As determined by the Newington Education Foundation 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 FYE June 30, 2022:

2022 5K Race Income:		
Sponsors	\$11,950.00 **	
Registration/Online Donations	<u>\$ 4,634.90</u>	
		\$16,584.90
2022 5K Race Expenses:		
Awards	(\$ 448.75)	
Platt Timing	(\$1,151.75)	
Tshirts	(\$2,275.00)	
Various supplies	(\$ 202.67)	
Signs	(\$ 69.97)	
Postage	(\$ 105.38)	
5K 25 th Celebration Expenses:		
DJ	(\$ 200.00)	
Avery Soda	(\$ 496.50)	
Balloons	<u>(\$ 85.31)</u>	
		<u>(\$ 5,035.33)</u>
		<u>\$11,552.57</u>
May 2022 5K Race – Net Proceeds at FYE June 30, 2022		

(** Note: There is one outstanding sponsorship that was not received, \$250 from Concentric Care & Wellness – partial or in kind not indicated.)

Restricted/Unrestricted Funds FYE June 30, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$494,940.39	\$187,771.57	\$682,711.96
Kingston Money Market	0.00	<u>\$107,035.56</u>	
Total Kingston Portfolio	\$494,940.39	\$294,807.13	\$789,747.52
Santander Money Market	\$ 29,213.04	0.00	
Santander Checking	0.00	<u>\$ 54,545.40</u>	
Totals	<u>\$524,153.43</u> (60%)	<u>\$349,352.53</u> (40%)	<u>\$873,505.96</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
September 14, 2022

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached report.

Lisa Masten said the summer reading program ended at the end of August and had over 500 children, 100 teens, and 500 adults participate. The adults program had an in person finale with 85 people in attendance. The library distributed 180 kits in July for the tiny art show, 75 of which were returned, which made for a lovely art display. They also held staff training that focused on how to communicate more effectively and on current world issues. Lisa Masten said they will pursue more staff training such as this as it went over so well and was quite informative. The drain leaks will be worked on in mid November and will take about 6 weeks.

Lisa Masten said the Friends porch and media sale did well. They already have the fall book sale on the calendar in October.

Maureen O'Connor Lyons asked how the summer reading numbers compare to previous years. Lisa Masten said they are up from last year but down from the year before that.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said the Tech For You service has started again and the library has been inundated with requests; they are trying to figure out staff wise how best to accommodate the requests. They received the training laptops for the public which will allow the library to hold training classes for programs such as Word and Excel. The library still has only one full time digital services librarian. The library has received a lot of requests from various schools in the area for library card applications. They received the equipment for the hybrid meeting format in the library and have met with Steve in IT for training; the next meeting should be hybrid at the library.

Maureen O'Connor Lyons said it is commendable that the library has come this far with collaboration with surrounding schools. When she first started on the board the relationship between schools and the library was tentative. This is a great step for all parties.

Lisa Masten said the digital services librarian at John Wallace reached out to setup collaborative services/programs.

LeeAnn Manke said that there are several restricted funds that the library may be able to tap into to expand the collection for these school collaboration projects.

Anna Eddy acknowledged Lisa Masten and Karen Benner for bringing back staff development programs.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

As Lisa Masten said, the porch and media sale went well. She also said the Friends are doing Winterfest Lite this year, which simply means less people. Diane Stamm encouraged people to buy their tickets early as they might sell out.

LeeAnn Manke said she has 3 quilts to donate to them.

XI. COMMITTEE REPORTS

a. Budget

Maureen O'Connor Lyons said no report, too early.

b. PEP (Planning, Evaluation, Policy) Committee

Diane Stamm said the chair resigned at last season; as such the board is looking for a new chairperson. She also reminded members to keep comments brief as the annual meeting starts at 7pm.

c. Investment Committee – Neil Ryan

See attached report.

Neil Ryan said June was a bad month, July was a good month, and August was a bad month. However, it has been a tough year for everyone not just the library. He did not include the

restricted funds as he did not have time but will do so in the next few days.

d. House Committee – Diane Stamm

As Lisa Masten said, the drain leak repairs are in progress. Diane Stamm and LeeAnn Manke are working on a project that they hope to complete and share with the board soon.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said they had a meeting this summer that added good ideas to the expansion. Library Development Solutions (LDS) has this information and is working on the tweaks. The committee requested a look book from LDS as a public relations tool to promote the expansion. It was discussed to get this on the November referendum but that will not happen. However, a standalone referendum might be beneficial for this project. Maureen O'Connor Lyons is waiting for Leslie Berger's comments which she should receive later this week.

Maureen O'Connor Lyons asked Lisa Masten about the grants for this project. LeeAnn Manke said there is timing issues with some of these grants. The library is too early in the stages of this to use certain grants.

Maureen O'Connor Lyons said the deadline for the CT Communities Grant is October 7th. Lisa Masten said she will get in touch with Maureen O'Connor Lyons to get information to the grant writer for this.

Diane Stamm is very pleased with the reimaginings of the library images. Thank you to all who have worked on this.

Maureen O'Connor Lyons added that Andy Brecher has had amazing ideas for this expansion.

f. Fund Development – Anna Eddy

Anna Eddy said years ago they setup the Legacy Society. There are different levels in the society for support. The new level is a monthly recurring donation. They put word out for this new level on a flyer and will be distributing another flyer in December.

Maureen O'Connor Lyons complimented Anna Eddy for this idea and execution.

Lisa Masten will coordinate with Anna Eddy to print the December flyer.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons distributed ballots to board members.

As he is attending via Zoom, Neil Ryan gives his vote in favor of all the current directors to remain.

Iris Larsson concurred with Neil Ryan and will also do her votes for all the current directors to remain.

LeeAnn Manke encouraged members to speak up if they wish to hold an office to not only share the load but to gain experience in the position.

Neil Ryan said LeeAnn Manke brought up a good point as she has been treasurer for some time but as only corporate members can hold office that might be holding people back. Diane Stamm said if anyone has interest there are ways to change positions correctly to allow for someone to hold office.

h. Communications

Diane Stamm said the chairperson resigned; as such the board is looking for a new chairperson.

XII. OLD BUSINESS

a. Open Board Positions

Diane Stamm said there are 2 open town appointees, this should be a Democrat position and

a Republican position, and 2 open corporate positions. If members know anyone who is interested, please encourage them to connect with the library. If members think anyone would be a good fit please suggest to them the idea.

- b. Anna Eddy would like to set up an ADHOC meeting for race committee recap. There was a lot of feedback via email but nothing has been done with it thus far. Anna Eddy would prefer for the operations group to attend the meeting to discuss the feedback. Diane Stamm asked if Neil Ryan will take on this action. Neil Ryan said yes.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Maureen O'Connor Lyons moved to adjourn. Anna Eddy seconded the motion. The motion passed unanimously and the meeting adjourned at 6:48pm.

- XVI. The next Board of Trustees meeting is scheduled for October 17, 2022 at 7pm.**



Library Director
monthly report 08-22



08-31-22 Investment
Committee Report.xls