

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
October 16, 2023**

BOARD MEMBERS IN ATTENDANCE

George Bernocco, Andrew Brecher, Anna Eddy, Pauline Kruk (7:03pm), Iris Larsson (7:09pm), Maureen O'Connor Lyons, Kris Riley, Neil Ryan, Christine Shooshan, Diane Stamm, Fiona York

BOARD MEMBERS ABSENT

LeeAnn Manke

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director (absent)
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 7pm.
Diane Stamm welcomed the two new board members; George Bernocco and Kris Riley.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said he has nothing to report that directly affects the library.
Diane Stamm asked the status of the Permanent Building Committee. David Nagel said they are waiting for several building committees to submit their final reports and he believes they are waiting on certain paperwork to ensure everything is clear and correct before presenting to the public. The Anna Reynolds committee will likely be the only committee to stay; all others will likely be dissolved.
Diane Stamm asked if the Permanent Building Committee is fully staffed yet. David Nagel said he is not quite certain; he believes they have a majority but is not sure if all positions are filled.
Diane Stamm asked if a Republican liaison has been appointed to the library. David Nagel said not yet, someone will likely be appointed after the upcoming elections.
Maureen O'Connor Lyons asked if building committees, such as the library renovation committee, need to do anything to formally disband. David Nagel said he wasn't informed that building committees should do so but some have; he will bring this up at the next council meeting.

IV. SECRETARY'S REPORT – Iris Larsson

No report.

V. APPROVAL OF MINUTES

MOTION: Anna Eddy moved to approve the minutes of September 11, 2023 as presented.

RECEIVED FOR RECORD
TOWN OF NEWINGTON, CT
2023 NOV -8 AM 11:13
Town Clerk

Fiona York seconded the motion. Neil Ryan abstained. The motion passed.

MOTION: Anna Eddy moved to approve the nomination of George Bernocco for a corporate position on the board. Christine Shooshan seconded. The motion passed unanimously.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said October is when committees gear up for various things. Reminder that the Hanel concert is on Saturday December 2, 2023. For those who may not know, George C. Hanel left a donation to the library on the stipulation that it provides two cultural events during a year. These events were quite big and well attended before COVID. Diane Stamm asked that board members arrive early, 5pm, to help setup and/or stay late to help break down. Reminder to wear the lanyards to this event as well as all other events. The house committee library walk through is on Saturday November 11, 2023 at 9am and all are welcome to attend.

VII. TREASURER'S REPORT – LeeAnn Manke

No questions.

LRWL Treasurer Report September 30, 2023

ACCOUNT STATUS

TD Checking (Unrestricted Funds)

Beginning Balance (8/31/2023)		\$ 50,829.07	
Income:			
Network for Good	\$ 116.00		
Staff Appreciation Event – Trustees	\$ 125.00		
General Donation	\$ 24.26		
General – Friends (Reimb. CC)	\$ 1,200.00		
Children's Donation	\$ 100.00		
Maureen Oliver Bequest-Unrestricted	\$29,067.21		
		<u>\$30,632.47</u>	
		\$81,461.54	
Expenses:			
GTL: Subscriptions (SurveyMonkey)	(\$ 497.72)		
GTL (Friends Gift Cards-Trustee CC)	(\$ 1,200.00)		
Annual Meeting: Staff Recognition	(\$ 200.00)		
Administrative	(\$ 166.23)		
Macri Fund: Collections	(\$ 33.44)		
Memorial: Collections	(\$ 22.59)		
			<u>(\$2,119.98)</u>

Ending Balance (9/30/2023) \$ 79,341.56

TD Money Market (Restricted Funds)

Beginning Balance (8/31/2023)	\$ 40,834.16	
Interest Earned	\$ 33.56	
Ending Balance (9/30/2023)		<u>\$ 40,867.72</u>

Money Market et al in KingstonNonInvestment (Unrestricted Funds)

Opening/Beginning Balance (8/31/2023)	\$233,824.82	
Income Earned	\$867.57	
Change in Value	\$ 49.57	
Ending Balance (9/30/2023)		<u>\$234,741.96</u>

Checkbook Balance as of October 7, 2023 is \$50,335.88. Legacy Bequest from Maureen Oliver in the amount of \$29,067.21 has been transferred from the TD Checking account to the Kingston NonInvestment Account (Unrestricted Funds). This transfer will be reflected in the October report. All reimbursements from restricted funds have been made to unrestricted accounts.

Restricted/Unrestricted Funds PE September 30, 2023:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$490,132.53	\$229,381.44	\$719,513.97
Kingston Money Market et al	<u>0.00</u>	<u>\$234,741.96</u>	
Total Kingston Portfolio	\$490,132.53	\$464,123.40	\$954,255.93
TD Money Market	\$ 40,867.72	0.00	
TD Checking	<u>0.00</u>	<u>\$ 79,341.56</u>	
Totals	<u>\$531,000.25</u> (49.42%)	<u>\$543,464.96</u> (50.58%)	<u>\$1,074,465.21</u>

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

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached.

Lisa Masten said school visits with elementary students have started again. The students take the bus to the library around 9-10am, have a story time, look around the library and are encouraged to check out books. Staff are working with teachers beforehand to get the students library cards before the visit. If a child does not have a library card for any reason, there is a collection they can take from to bring a book home.

Anna Eddy asked about the bus the students take. Lisa Masten said it is the school bus; she coordinates with the schools.

Kris Riley asked about restrictions on library cards. Lisa Masten said the biggest one is if a student lives outside of Newington.

September is national library card month and the library issued 79 new cards. Lisa Masten hired 3 new substitutes; one in circulation, and two that will be shared between circulation and reference, Michaelleen Davis, Maria MacNeill, and Lynne Dumas. The Diversity Equality and Inclusion (DEI) training continues to go well with Yvonne Austin. The Anita Wilson memorial concert this Sunday is full.

Maureen O'Connor Lyons asked if there are only a handful of non-Newington students that visit. Lisa Masten said yes; they tell teachers to encourage students to get a card from their local library but does not know if they actually do that.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Combined in Lisa Masten's report as Karen Benner is not in attendance.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said they are very busy with the mega book sale. They will be posting pictures on FaceBook to advertise the sale. There are over 600 boxes of books, and this does not include the art books donated by New Britain. There are also a lot of puzzles, some teddy bears, and beautiful children's books. The Friends scholarship program information is out for Newington students or students who go to school in Newington that volunteer at the library. They are doing Winterfest again, it is January 19, 2024; there will be musicians and there are already lots of sponsors.

Lisa Masten added that the reception for Friends is this Saturday from 1-3pm. The Friends have almost doubled current membership since the beginning of September.

Diane Stamm asked if membership is back up to pre-COVID numbers. Lisa Masten said no.

Kris Riley asked more about the scholarship. Sheila Rowell said it is for college and it does not matter what major the student goes for or what GPA they have, it is all based on volunteerism at the library.

Anna Eddy asked if the Friends award the scholarship at the high school on awards day. Sheila Rowell

said yes.

XI. COMMITTEE REPORTS

a. Budget

Diane Stamm said no report.

Anna Eddy added that when the library budget is discussed at town council, board members attend to support the library.

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

See attached policy.

i. Library Materials Policy – Vote Required

Diane Stamm asked the status of the reviews/evaluation of the director. Pauline Kruk said she is figuring out timing but will get it done.

Diane Stamm said for those who might not know, as the director has the unique duty of reporting to the board and the town, the board performs reviews/evaluations of the director to give feedback to the town on how things are going.

Lisa Masten said the policy change requires a vote.

Anna Eddy made the following suggested changes:

1. On page 2, at the very top, underneath Criteria for Selection of Material, the phrase “professional library staff” is used. Is the word professional necessary. Lisa Masten said certain library staff are in charge of materials, not all staff. The board consensus is to leave it as is.
2. On the bottom of page 2, the bulleted list continues onto page 3. It would look better to have the bulleted list all together.

Fiona York added:

1. On page 1, under Types of Materials, the sentence with “...to meet people’s needs.” The word people’s should be changed to patrons.
2. Last page “...if materials are in poor condition at the time of removal they are discarded of properly.” The sentence should end there.

Andy Brecher asked if this is enough protection for the director what with the events that happened in Suffield. Lisa Masten said there will always be things that come up so it’s hard to know if there is ever enough protection but the objections in Suffield seemed to go beyond the library and into its government.

Lisa Masten added that she sent the policy to the grant person and they did not have any objections. The policy can always be adjusted/updated later.

Kris Riley suggested that the complaint form could be beefed up to ensure the person has actually read the book and can identify their specific complaint. Perhaps consult with a lawyer if needed.

MOTION: Andy Brecher moved to approve the Material Policy and revisit after additional research into more protections for the library. Anna Eddy seconded. The motion passed unanimously.

c. Investment Committee – Neil Ryan

See attached.

i. Update from Investment Committee Meeting on October 4

Neil Ryan said September was not the best month but the portfolio is up for the year.

At the committee meeting with Dean Spada, they made some minor changes to the portfolio. They also planned to meet every 6 months, and as needed.

Andy Brecher asked about the taxes/fees/commissions line; does the library pay taxes.

Neil Ryan said no.

Diane Stamm added that the library has restricted and unrestricted funds; restricted funds are items such as the Hanel funds. In the 501c, there is a policy that determines how the board can invest.

George Bernocco asked how intense the restricted funds are. Diane Stamm said if there was ever a donation that seemed too much for the library to take on, they can simply decline the donation.

d. House Committee – Diane Stamm

i. Annual Walk-Thru

Diane Stamm said despite the rain, there were no atrium leaks but there was a drain leak. The walkthrough is on Saturday November 11, 2023 at 9am. This walkthrough is to identify the to-do items in the library, be it a short or long term project or one that is covered by the town, board, or library. The new cleaning company continues to do a phenomenal job.

Board members that will attend the walkthrough are: Fiona York, Anna Eddy, Maureen O'Connor Lyons, Pauline Kruk, George Bernocco, Christine Shooshan, and Iris Larsson.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said the committee met on September 26 to discuss the look book. The consensus at the meeting is that brevity is key; eye catching visuals with brief descriptions and links with more details.

Diane Stamm showed the draft look book. Front cover says "Our library Re-imagined" with the library plaza picture, open to an aerial view, next page shows the old library with the new addition behind it, include some floor plans, the children's area, and the new inside of the library. Funding information will also be included. Sizing is still to be determined.

Lisa Masten said there should be a focus on new technology as well.

Anna Eddy asked if there was a sample look book for sizing. Christine Shooshan said the sample of a different library they received was a 5x7 flip.

Anna Eddy suggested that the look book should focus not only on the space but the re-imagined aspects as the tagline is "Our Library Re-Imagined".

Anna Eddy also suggested that if a head count for a committee meeting is quite small, other dates be considered.

Christine Shooshan asked about the engineering needs. Diane Stamm said the library still needs a structural engineering study. They tried to get this done during the summer in time for the grant by a UCONN student but their work would need to be reviewed by a professor with a structural engineering degree. The other option is to hire a structural engineer.

Anna Eddy asked why this was identified so late. Maureen O'Connor Lyons said they thought that because nothing structural is being done with the original building it was not needed but the state library insisted they needed it. Lisa Masten added that several people who read the requirements interpreted it differently than how the state was.

Andy Brecher noted that all the effort spent in preparing the information for the grant is still valid as the library can apply next year.

Fiona York asked when the best time to hire the structural engineer would be. Andy Brecher said the best time would be when everything else is in place.

Andy Brecher added that the look book should have pizzazz; it needs to excite the public so they support the renovation/expansion.

f. Fund Development – Anna Eddy

See attached documents.

i. Lucy's Capital Giving

Anna Eddy thanked Lisa Masten, Fiona York, Pauline Kruk, and Kris Riley for their feedback on creating this document. Lisa Masten is creating a new webpage for this program. An email will be sent to last year's race sponsors notifying them of Anna Eddy stepping back as 5k Race organizer and offering them a sneak peak at this program. This program will also be announced at the Hanel event along with the Ways to Give program. There can be multiple sponsors in each category for the year. Kris Riley asked how the logo will be displayed if there are multiple sponsors for the year. Anna Eddy said that is a good question; as this program is new and will be an evolving program they can try different display options.

Lisa Masten suggested alternating logos at events.

MOTION: Anna Eddy moved to grant the legacy society, through fund development, to initiate a program called the Lucy's Capital Council to be promoted starting now and to be reevaluated a year from now. Pauline seconded. The motion passed unanimously.

ii. Ways of Giving Promotion Campaign

Anna Eddy said this started as Library Champions but has been renamed to Legacy Champions. This promotion is a way for the library to toot its own horn through emails. Anna Eddy already has an emailing list but is putting plans in place to collect more at various events, such as Hanel. Lisa Masten found the company TechSoup, that offers website domains and email services. TechSoup also has a discount of 50% for Constant Contact. TechSoup does require a 1 year commitment. One of the nice things about Constant Contact is they offer 3 administration logins for transparency and ease of review.

Anna Eddy said newingtonlibrary.org would be the domain name, then they can set up emails with the domain; example: trustees@newingtonlibrary.org.

MOTION: Andy Brecher moved to give \$600 to fund development to set up an account with Constant Contact. Christine Shooshan seconded. The motion passed unanimously.

MOTION: Andy Brecher moved to establish a URL with a trustworthy company not to exceed \$500 for all URL options possible (.net/.com/etc.) for whichever time span makes the most sense. The committee will inform the board of the name they decide upon before creating the URL. Christine Shooshan seconded. The motion passed unanimously.

Fiona York said the brochure is a way to show all the options that patrons can donate to the library. These brochures would be available at the upcoming Hanel event. She noted that the Library Champions panel at the bottom will be changed.

MOTION: Fiona York moved to get as many brochures printed as possible for a cost of no more than \$500. Kris Riley seconded. The motion passed unanimously.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons said no report.

h. Communications – Christine Shooshan & Fiona York

i. Wearing Lanyard at Social Events

Christine Shooshan said she was the only person who wore the trustee's lanyard to the staff appreciation dinner. She feels it is important to be wearing the lanyards at every

event so people can identify members easily. Lisa Masten has the lanyards and will bring them to the next meeting.

Diane Stamm apologized as she could have been more on the ball about having name tags for trustees and staff.

Fiona York said she is behind on press releases but is catching up. She is working on one for the annual meeting, Lucy's Capital Council and the Hanel event.

Diane Stamm reminded members that all material should be reviewed by Lisa Masten or Karen Benner before distribution to the public.

XII. OLD BUSINESS

a. Annual Meeting – Monday September 11

Anna Eddy recommended designating an annual meeting coordinator to take care of items such as: a speaker, the honoree recommendations, helping staff, etc.

Maureen O'Connor Lyons said it used to be an ad/hoc position.

Lisa Masten recommended picking someone in the spring.

Anna Eddy suggested adding it to the activities calendar for February.

b. Reorganization of 5K Event

Lisa Masten said Saputo is in to be the main sponsor.

Fiona York offered to take on Anna Eddy's role of 5k coordinator. Anna Eddy will discuss details of her position with Fiona York.

c. Hanel

i. Larry Gareau Holiday Concert – Saturday December 2

Diane Stamm encouraged members to think of ideas for the two Hanel events in 2024. These events could be something like a performance, crafting of some kind, an improv group, etc.

d. Open Board Positions

There are still Republican positions open. Please encourage anyone you may know who would be a good fit.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: George Bernocco moved to adjourn. Iris Larsson seconded the motion. The motion passed unanimously and the meeting adjourned at 9:26pm.

XVI. The next Board of Trustees meeting is scheduled for November 13, 2023 at 7pm.



Library Director
monthly report 08-23



Lucy Robbins Welles
Library Materials Sele



09-30-23 Investment
Committee Report.xls



10-04-23 Invst.
Committee Report.do



Lucys Capital
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Why Constant
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Ways to Give
Brochure.pdf