

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
October 17, 2022**

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

Iris Larsson, Scott McBride

STAFF

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

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

Sharon Braverman (absent)

David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:02pm.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel expressed his delight at meeting in person at the library. He had nothing specific to report in relation to the library. He appreciates the members who attended the recent town council meeting and said Lisa Masten's presentation was excellent; it was thorough and clear.

Diane Stamm also complimented Lisa Masten for her presentation at the council meeting.

LeeAnn Manke asked if anyone agreed to the walkthrough of the library that Diane Stamm offered at the town council meeting. Diane Stamm said not yet.

IV. SECRETARY'S REPORT – Iris Larsson

Diane Stamm said no report as Iris Larsson is not here.

V. APPROVAL OF MINUTES

MOTION: Maureen O'Connor Lyons moved to approve the minutes of September 19, 2022 as presented. Anna Eddy seconded the motion. Pauline Kruk and Fiona York abstained. The motion passed.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said the annual activities have been scarce with COVID but she wants the board to plan for Hanel events and the staff appreciation dinner ideally in spring. The staff dinner was typically held

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every other year. The dinner not only recognizes work the staff does, but is a chance for board members to meet and greet staff. The house committee is setting up a walkthrough of the library within the next few weeks; as stated earlier, all board members and town council members are welcome to attend.

Anna Eddy asked if there is a committee report for Hanel. Diane Stamm said no, but it will be discussed later in the meeting.

Diane Stamm distributed the committee signup sheets and asked members to review and select committees they are interested in, then return to Diane Stamm at the end of this meeting or email it before the end of the week. New members, Scott McBride and Fiona York, are always on the PEP committee to start. Diane Stamm expects to send committee reports in November. She commented that the PEP committee is in charge of interviewing prospective board members.

Maureen O' Connor Lyons said she will co-chair Hanel events with Anna Eddy.

Fiona York asked if there is any material on the PEP committee to see its bigger picture. Diane Stamm said this committee takes care of items such as the trustee handbook and written policies such as: collection, complaint, review, wifi, material, etc.

Neil Ryan asked if every member is automatically part of the 5k race committee. Diane Stamm said yes.

Pauline Kruk volunteered to be PEP committee chair.

Anna Eddy asked who else would like to be a liaison to the Friends; current liaisons are Anna Eddy and Neil Ryan. Diane Stamm and Christine Shooshan volunteered to be liaisons.

Diane Stamm thanked Pauline Kruk for volunteering as PEP chair.

Andy Brecher asked if nominations of officers happened at the annual meeting. Diane Stamm said yes, they stayed the same as no one volunteered or offered new nominations.

Anna Eddy will setup the rotating meeting schedule for the Friends liaisons.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said there was not much income in September but there were several expenses; one of which is the last of insurance. The library did receive \$5,000 from the Hartford Foundation for Public Giving to fund children's programming. Lisa Masten said she will elaborate on this in her report. The computer is with the accountant for taxes. LeeAnn Manke submitted the PnL to Karolyn for her reports. She commented that this was a unique year because of the two 5k races and several larger memorial donations.

Andy Brecher asked if LeeAnn Manke has the final accounting of the last 5k race. LeeAnn Manke does not have it in front of her but will get it to Andy; however, it is not much bigger than the roughly \$12,000 she originally reported.

Anna Eddy asked about the one sponsor that appeared to not have paid. LeeAnn Manke said she has not received payment yet. Anna Eddy said she will follow up with the sponsor.

LeeAnn Manke has prepared reports of restricted and unrestricted funds and will coordinate a meeting to discuss how best to utilize them.

LRWL Treasurer Report
September 30, 2022

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (8/31/2022) \$ 52,063.58

Income:

Amazon Smile Donations	\$	19.58
Hubbard Fund Annual Income	\$	29.81

FAX Commission	\$ 2.23	
		\$ 51.62
		\$ 52,115.20

Expenses:

Insurance: Crime (2 nd year 23-24) (\$	542.00)	
Subscriptions: Survey Monkey	(\$ 408.38)	
Postage	(\$ 29.97)	
Printing: Legacy Letters	(\$ 198.00)	
CC Bank Fee	(\$.63)	
Annual Meeting – Refreshments	(\$ 114.87)	
GTL: Memorial – Program Costs	(\$ 44.02)	
GTL: Subscriptions - Sprint	(\$ 312.47)	
		(\$ 1,650.34)

Ending Balance (9/30/2022)		\$ 50,464.86
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Money Market et al in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (8/31/2022)	\$107,036.64	
Interest Earned	\$.64	
Change in Value (Loss)	(\$ 448.50)	
Ending Balance (9/30/2022)		\$106,588.78

Santander Money Market (Restricted Funds)

Beginning Balance (8/31/2022)	\$ 29,215.52	
Income:		
Pelino Bequest – Final Disbursement	\$ 6,449.07	
Sliva Fund Donation	\$ 50.00	
Interest Earned:	\$ 1.33	
Ending Balance (9/30/2022)		\$ 35,715.92

All reimbursements from restricted funds have been made to unrestricted accounts. Crime insurance premium paid this month 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.

NOTE: The Grant funds received last year from the Harford Foundation for Public Giving in the amount of \$4,550.00 designated for the Hot Spot Wifi sprint subscriptions for the Tablets has now been fully utilized. Future funding for this subscription plan will be paid for with Board unrestricted monies (averages about \$310-315 per month).

Restricted/Unrestricted Funds PE September 30, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$496,301.99	\$145,490.42	\$641,792.41
Kingston Money Market	0.00	\$106,588.78	
Total Kingston Portfolio	\$496,301.99	\$252,079.20	\$748,381.19
Santander Money Market	\$ 35,715.92	0.00	
Santander Checking	0.00	\$ 50,464.86	
Totals	<u>\$532,017.91</u> (63.75%)	<u>\$302,544.06</u> (36.25%)	<u>\$834,561.97</u>

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

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

Lisa Masten said as of November 13, 2022 the library will be open on Sundays from 1-4pm; patrons have been delighted to hear this. The repairs for the leaks inside the building will start soon and should take about 6 weeks; this repair includes the skylight which will take about 2 weeks.

Maureen O'Connor Lyons asked if any of the collection was damaged by these leaks. Lisa Masten said not really; some DVD cases but they can be repackaged easily. The handicap block damage has already been repaired.

As mentioned earlier, she did a presentation at a town council meeting of how the library is changing, what is offered and what the library is working towards. Andy Brecher said it was an excellent presentation.

As LeeAnn Manke mentioned earlier, the library received the Newington Greater Together Committee fund from the Hartford Foundation for Public Giving which is a \$5,000 grant that helps schools bus in preschool children for programs at the library and for bags that they can check out to bring back to their school. The library lost funding for this about 2 years ago but this grant will fund it for about 3 years. Lisa Masten will be working with schools on a rotating schedule.

Fiona York asked if this is for public or private schools. Lisa Masten said both but private schools seem to utilize it more.

The library just had an English as a Second Language (ESL) or Multiple Learning Language (MLL) class from high school visit. The library is developing an ESL/MLL collection geared towards teenagers as well as looking for online resources to offer.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said the library is hiring a few subs as it is down a couple of subs in the circulation department and 1 in reference. As she mentioned last time, more schools have jumped on board getting library cards for its students. One of these recent school visits went amazing with lots of energy and youth.

They received the class training laptops, funded by the Friends, and are planning training for the public on Microsoft Office. The children's area has put some toys out and is currently working on book talks for 1st-6th graders. The new hybrid Owl system is in and they are still working out the kinks.

Anna Eddy asked about children's staffing. Karen Benner said they have 3 full time people and 2 19-hour people and then subs. Anna Eddy said it is outstanding they have been able to get so much done.

Lisa Masten added that the new copiers and printers will be in tomorrow.

Diane Stamm said the children's staff do a great job and she would like to see as much action happening in the teen department.

Fiona York asked about the teen staff hours. Lisa Masten said it is currently one person and she has a mix of hours from mornings, evenings, and all day to Saturdays. Other staff do help her when needed. After school teen programming is tough with current attendance but schools are looking to work with libraries to get teens more involved. Lisa Masten would like to stress that they need funding from the town for this.

Anna Eddy emphasized that schools are expecting more from the library and if the library does not have the right staff in place how can it support those programs.

Maureen O'Connor Lyons asked if the current library hours are permanent as they are shorter than pre-COVID hours. Lisa Masten said for now yes, but eventually she believes they can get back to full hours.

Diane Stamm said although staff did a phenomenal job during COVID, the library is not yet back to pre-COVID operations in regards to staffing and hours.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said the book sale is in 2 weeks on Halloween weekend. They received a lot of

donations for this and are happy to be back at the volume they had before COVID. They are also working on Winterfest, trying to come up with an equivalent that is a little bit smaller than previous years.

Diane Stamm asked why they want it to be smaller. Lisa Masten said they were over the capacity limit last time. There will be about 150 tickets and they go on sale at the book sale.

Diane Stamm suggested members volunteer for this event if they can.

Maureen O'Connor Lyons asked how volunteerism has been for the Friends. Sheila Rowell said it drops every year so it has been a bit of an issue but the high school students sent by Michelle Royer are wonderful. The Friends hope to start doing more now that COVID is dying down.

XI. COMMITTEE REPORTS

a. Budget

Maureen O'Connor Lyons said nothing new. Instructions will be forthcoming.

b. PEP (Planning, Evaluation, Policy) Committee

Diane Stamm said no chair as of this meeting but Pauline Kruk will take over at next meeting.

c. Investment Committee – Neil Ryan

See attached report.

Neil Ryan said September was not a good month. As of now, the investment is down for the year. However, this has been the market trend.

LeeAnn Manke said she has been talking to Dean Spada and he would like to have a meeting to discuss different ways to grow the money.

d. House Committee – Diane Stamm

As Lisa Masten said earlier, the repairs for the leaks will start soon. Diane Stamm is currently looking at dates for the walkthrough as stated earlier. This walkthrough helps to develop plans for the year. Anyone is welcome to join who wants to.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said everyone has seen the latest revisions from Library Development Solutions (LDS) and are just waiting on the quote for the look book to use as marketing material.

Members attended a meeting at the Meriden Library discussing its remodel. This meeting stressed that advertising and marketing of the renovation is highly important. Maureen O'Connor Lyons was very impressed with everyone involved especially the Meriden mayor and town manager; they showed great leadership and initiative for the project. This meeting encouraged her greatly as she felt there are similarities to what Meriden is doing and what Lucy Robbins Welles wants to do.

Neil Ryan asked if Meriden went through referendum. Andy Brecher said they did not need one as Meriden has different laws than Newington.

Neil Ryan echoed Maureen O'Connor Lyons praise of the Meriden mayor and town manager. Andy Brecher said he feels that Meriden is or will be lacking funding for the new spaces of its remodel.

LeeAnn Manke said LDS stressed the importance of weeding the collection. As this can require a lot of labor she encourages board members to volunteer to help with this when needed.

Fiona York asked for an example of the look book. Maureen O'Connor Lyons said LDS sent a sample of Princetons look book. Andy Brecher said Andrew Berman is redoing the architecture and will distribute the look book when done.

The board agreed that the look book needs to excite the community for the library renovation.

Maureen O'Connor Lyons will be in touch with Leslie Burger and Andrew Berman and update the board when a meeting to discuss further details is set.

Diane Stamm encouraged all board members to participate in this.

Anna Eddy asked if there is a deadline for feedback. LeeAnn Manke suggested by the end of October.

f. Fund Development – Anna Eddy

Anna Eddy has been focusing on promoting the Legacy Society. A flyer for this has been included in the footnotes distributed to patrons and the second flyer will be going out with the next edition of footnotes. Unfortunately, no one has signed up to be a Legacy Champion yet; the monthly support donation option. Anna Eddy encourages people in attendance to become a Legacy Champion and to spread the word to friends, family, and the community.

Diane Stamm asked if money deposited into this fund can be identified. Anna Eddy said yes.

Maureen O'Connor Lyons asked if Legacy Champion money is unrestricted. Anna Eddy said yes, unless the donor specified otherwise in the notes section.

As the Dining Partner program is up for renewal for 2023, Anna Eddy has been working with Michelle Royer on this; 40 restaurants are up for renewal and they have only heard from 2 so far.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons said no report.

h. Communications

Diane Stamm said no chair as of now.

XII. OLD BUSINESS

a. Open Board Positions

Diane Stamm said there are 2 Republican and 2 Corporate slots open. Please reach out to friends and the community to fill these slots.

XIII. NEW BUSINESS

Neil Ryan said there is a Zoom meeting this Thursday at 7pm to discuss the recent 5k race and that Ron will be on this call.

LeeAnn Manke said CERT may not be a resource for the race anymore as they have been the go to for many community events but they are looking to stop this as they are understaffed and volunteering has been down.

Lisa Masten said some board members memberships with the Friends have lapsed. Please let her know if you need to know your status.

Anna Eddy said there were 2 attachments on the email for the Thursday meeting and recommends attendees print them out.

LeeAnn Manke said she and her husband have become part of Fleet Feet and have been getting emails of races in the area. Anna Eddy said she will look into getting the library 5k race on that and bring it up at the Thursday meeting.

Anna Eddy and Maureen O'Connor Lyons will be co-chairing Hanel events. They will coordinate

options with Karen Benner; looking to do something in the spring. They will also reach out to the original performer lined up for 2020 before COVID hit and explore other options.

Diane Stamm said there used to be speakers at the annual meeting so perhaps that could be brought back as well.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Anna Eddy moved to adjourn. Maureen O'Connor Lyons seconded the motion. The motion passed unanimously and the meeting adjourned at 8:47pm

XVI. The next Board of Trustees meeting is scheduled for November 14, 2022 at 7pm.



09-30-22 Investment
Committee Report.xls