

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 14, 2016**

BOARD MEMBERS IN ATTENDANCE

Chris Bieszczad, Paul Crosswaith, Dennis Doyle, Anna Eddy, Patty Foley, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock, Neil Ryan, Diane Stamm

BOARD MEMBERS ABSENT

Lloyd Lirio, Kris Nasinnyk, Ellen Vessella

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Lauren Whitney, Acting Secretary for the Board

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Jim Marocchini

FRIENDS

Terri Buganski
Ann Marino

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:07 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel commented that budget meetings have been progressing, and he hopes all will attend on Wednesday evening when the Library budget is discussed.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy read a note from Karen Benner thanking everyone for the fruit basket. There was a discussion as to whether thank you notes need to be saved; the Board said there was no need to save thank you notes.

IV. APPROVAL OF MINUTES

MOTION: Pam Raynock made a motion to accept the minutes of February 8, 2016, Neil Ryan seconded the motion, and the motion to accept the minutes of February 8, 2016 was

approved with a 6-0 vote, with six people abstaining as they were not in attendance at the February meeting.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane reviewed the Annual Activities Calendar for the month of March which includes the 5K Race, and a reminder that all Board members are expected to attend the 5K Race meetings. The Board members were also reminded to make a \$100 Trustee contribution for the 5K Race. The Friends will once again provide refreshments on the day of the race.

With regard to the Hanel Concert, it is too early for flyers for the September concert, therefore move this discussion to the May Board meeting.

VI. TREASURER'S REPORT

Paul reported that he has decided to resign as Treasurer and has turned in paperwork and keys. The Board thanked him for his efforts. Diane will sign checks during the transition and LeeAnn will assist her; no worries about getting things paid during the transition. The Treasurer is an elected position, therefore the Board will discuss this further. According to the ByLaws, a corporate member should be Treasurer.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that she is happy that Karen is back. The Winter Reading Program had 128 children participating and reading 2375 books. There were 252 adult participants reading 2185 books. A magic theme show was held for Take Your Child to the Library day and it was a huge success. The director of the Connecticut Old State House museum is very impressed by the number of people who use the museum passes that the Library distributes, and they wanted to know how this is promoted.

Over the President's Day weekend the pipes froze. It took two days to thaw out but there was no water damage.

Staff met with the Newington Police Department on how to handle emergency situations. There was a tour of the emergency exits and where flashlights are located. Staff was told that if there is an emergency situation they shouldn't worry about the patrons, and definitely do not pull the fire alarm because everyone will run to the door. There is a 911 button on the phone that immediately alerts the police, and it is suggested that this line be kept open. Iris commented that maybe more flashlights can be purchased if there is money in the budget.

The State will be taking over the distribution of holds beginning next week. No holds will be pulled this week; there is a huge backup, so there are no pickups, just deliveries.

Lisa will be at a conference in April, therefore she will not be in attendance at the April Board meeting.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that the Library now has three self-check stations and positive feedback has been received. The payment option is not operational yet. Patrons are unable to check out DVDs at this time, but are able to check out three to four books at a time.

IX. FRIENDS OF THE LIBRARY

1. Terri Buganski Report

Terri reported that the Wine & Cheese Social was a success raising over \$3,000. Iris commented that she thought it was far superior from past years and liked how it was held in different areas. The Kakery and Stew Leonard's donated food and dessert. Pizza was served this year, but they are thinking that next year someone will be asked to serve it as people took too many pieces. Terri commented that feedback on this event is still welcome. The Flower Power fundraiser has begun and will end on April 15. The Book Sale is April 29th, 30th, and May 1st. The Chamber's Business Showcase is April 30th. A flyer will be created to inform people of both events. On Sunday, May 1st after 3:00 PM at the Book Sale, non-profits can come take leftover books, but not DVDs or CDs. Southfield often attends and takes a lot of books. There will also be a Town of Newington and Board of Education preview sale Friday afternoon before the sale. If anyone is interested in volunteering at the Book Sale, please contact Dory Wormer.

Natalie Harbeson is organizing a Friends Fan group for the 5K Race.

Ann Marino mentioned that the mini-media sale was successful raising approximately \$500. She also mentioned that she attended a regional meeting of libraries and saw that at the Farmington Library they have a new maker space with 3D printers. These printers run about \$15,000 of which some was donated by the Farmington Friends group. Norwich and Weston had this as well; this seems to be the trend. Wallingford's is building one called the Collaboratory. Ellington had a golf tournament that raised \$6,000. Ann commented that she took away from this meeting that libraries seem to encourage more community/library relationships.

There was a suggestion about renting out the rooms to make more money. Diane warned against that for a variety of reasons; we are technically a "free" community service and if we start charging then the level of service is expected to equal the charge which could be a burden on the staff with cleanup and monitoring.

2. Board Liaison Report

Neil attended the Friends' meeting and stated they are a great group of people. He likes the idea of doing something with mini-golf. There was a concern about the balls going into nooks and crannies. Mini-golf would be very expensive and need a lot of manpower, however a lot of money could be raised.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Kris was not in attendance. Iris reported that the draft of the library director's evaluation form is not ready yet. This form should be created with the library director's goals in mind. There was discussion about the library director and/or the assistant library director evaluating the Board of Trustees.

Anna commented that she reviewed the handbook and it exceeds expectations with the organization and detail. She thanked Patty for all her hard work.

There was a question raised if anyone tracks the requests for interlibrary loans, and the subjects that are asked about.

There was a reminder to the PEP Committee to update information with regard to new links, contact information, calendar, etc. Patty commented that this is already done on a quarterly basis.

B. Investment Committee

Neil reported that he is in the process of scheduling a meeting with the financial advisors. Financials are down from a year ago, but up so far for this year. He distributed the quarterly report.

C. House Committee

Lloyd was not in attendance.

D. Facility and Site

1. Report on Library Renovation Committee March 1 meeting

Maureen reported that the Town Hall Renovation Expansion Committee met on March 1st and she is very impressed with the committee and the talent of Newell Stamm. Laurel Goodgian indicated there is a \$500,000 construction grant available under a Cat. 1 (not distressed area) so Maureen is guardedly optimistic. Newell Stamm is ready to report to the Town Council about the progress of the committee. There is a possibility of hiring a consultant, but if the grant is available, then an architectural plan needs to be in place. The next scheduled meeting is April 5th at 7:00 PM. David Nagel commented that that was the day the Town Council will be voting on the budget.

E. Fund Development/Legacy Society

Anna stated she did not have a report. The PowerPoint presentation will take place at the April Board meeting.

F. Budget

1. Budget Review with Town Council – Wednesday, March 16

Patty asked everyone to please attend the Town Council meeting on Wednesday, March 16th at 7:00 PM. Public Participation will take place first, then the Library's budget, then Parks & Recreation, and then miscellaneous, and then more Public Participation.

The Acting Town Manager requested a cut of \$60,000 from the Library's budget, and presented suggestions for these cuts. There was discussion about the list of \$60,000 cuts that was presented by Lisa and Karen and the Acting Town Manager's decision to direct the areas that were to be cut rather than letting the library make those decisions. Patty commented that the materials budget is the same as it was 10 years ago. There was also discussion about the Board speaking on specific

subjects at the Town Council meeting so there is no overlap. The Board thought this was a great idea. Subjects included the snowball effect, program reduction, how the library supports other town departments, and outreach programs.

G. Technology

Paul stated that with regard to having a conference phone available at the meetings, this is being checked to see about connectivity availability.

H. Nominating Committee

There was no report.

I. Communications Committee

Letters continue to be sent to area newspapers.

XI. OLD BUSINESS

1. Race Committee 2016

The 5K Race is moving along with working on sponsors, the t-shirts have a new logo, and everyone will get a prize.

XII. NEW BUSINESS

The Hanel Concert should be put on the agenda for April. LeeAnn asked that the purchase of a laptop for the treasurer be put on the agenda because we are now piggybacking on Patty's QuickBook account and we should have our own account. The boxes of records at people's houses needs to be addressed. A new laptop would benefit everyone.

XIII. PUBLIC PARTICIPATION

David Nagel reminded everyone with regard to the budget, you can only speak to things on the agenda.

XIV. ADJOURNMENT

MOTION: Iris Larsson made a motion to adjourn, Anna Eddy seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 9:09 PM with a 12-0 vote.

The next Board of Trustees meeting is scheduled for Monday, April 8, 2016 at 7:00 PM.