

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 12, 2015**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Patty Foley, Pauline Kruk, Judy Igielski, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Kris Nasinnyk, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Dennis Doyle

STAFF

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

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:03 PM. Anna thanked everyone who was in attendance for the 5K Race Committee meeting earlier this evening.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel commented that he was not at the last Town Council meeting, but he will be in attendance for the Library tour on Tuesday, January 13th. The Town Hall Renovation Committee cannot have Executive Sessions, therefore anything stated or reported at these meetings is of public record, and no one should believe any rumors. The Library is on the distribution list for the minutes of the Town Hall Renovation Committee meetings.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy read a lovely thank you letter from Shirlee-Ann Kober. Judy visited the Eastham Public Library at the Cape and she met Norma Marcellino who said to say hello to everyone.

IV. APPROVAL OF MINUTES

MOTION: Kris Nasinnyk made a motion to accept the minutes of December 8, 2014, LeeAnn Manke seconded the motion, all were in favor, and the motion to accept the minutes of December 8, 2014 was unanimously approved with a 13-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Anna reviewed the Annual Activities Calendar and for the month of January that states the 5K Race Committee meetings will begin, along with obtaining sponsors and raffle donations. The budget process also begins.

VI. TREASURER'S REPORT

Iris stated she had no report. Anna asked Iris what were the net proceeds from the 5K Race, and Iris responded approximately \$10,000. There was discussion about having colorful signage around town about the race. It was stated that these signs can be expensive, but Patty will check into it.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported the budget has been completed and submitted. Patty will comment further on this under the Budget agenda item. Winter Reading Program for adults held their kickoff with 140+ people in attendance; the Children's kickoff was held last Saturday. The theme for this program is a "pet" theme – Fetch A Good Book – there is a donation box in the lobby for items for the Connecticut Humane Society. Shirlee-Ann Kober's last day was December 31st. Interviews for this union position were held with three internal candidates. Michelle Royer was selected and will begin on January 20th. Michelle will also serve as the Friends Liaison. There is now an opening in the Children's Department and that was posted internally and closed today – this is also a union position. Terri Planco's position of Full Time Reference Librarian, also union, had no internal candidates, therefore this will be posted. The job description of the position of Full Time Reference Librarian has been revamped towards more technical.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that HOOPLA went live on December 1st – this is a program for Newington patrons and offers free digital video, music, an audio book downloads. This is one of the easiest services that the Library offered. The RFID tagging of the collection has begun and three college students have been working up to six hours per day; they have finished the Teen Area and are now up to the "R" section in Fiction. Staff and other volunteers will also be trained to assist with the RFID tagging. There will be an iPhone class on Wednesday, January 14th at 10:30 AM, and the Tech 4 You continues to take place by appointment only on Thursday evenings.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Friends have some wonderful baskets for the January 23rd Wine & Cheese Social. Tickets are \$12 in advance/\$15 at the door. Entertainment will be provided by the Trainor Sisters.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Kris reported that the committee met last week and discussed the open corporate position, committee descriptions, Legacy/750 Club/Investment Committee – the possibility of having a Finance Committee umbrella to oversee these three entities. They also discussed a Trustees Handbook and having a code of ethics section. The committee will be meeting on a monthly basis with the next meeting scheduled for February 5th at 5:45 PM.

B. Investment Committee

Neil reported that he emailed a spreadsheet to the Board but understands some people had trouble opening the document. He now has the fourth quarter information so he will update the spreadsheet and send it to the Board in a different format. He will contact Carol Pekar to schedule a meeting within the next month.

C. House Committee

Diane reported that the House Committee has not met recently. The Lienhard Room is moving along and just waiting for fabric valances to be installed. There is a short list of projects that are either pending/cleaned/completed. The Committee does not have a large project picked out yet for the future.

D. Facility and Site

1. Presentation to Town Council – January 13

Maureen reported that some members of the Town Council will come to the Library on Tuesday, January 13th at 5:30 PM for a walk-through/tour. Library Board members will be stationed at various areas throughout the Library to answer any questions. After the walk-through/tour, a light supper will be served prior to going over to the Town Hall for the Town Council meeting. At this meeting Anna will provide a three minute introduction followed by a PowerPoint presentation by Maureen and Lisa for approximately 30 minutes, David King from Kaestle Boos will then have a 10 minute presentation, ending with a six minute closing remarks from Anna. The Board is aware that one of the big questions that will be asked will be why the Library can't pay for an expansion.

E. Fund Development/Legacy Society

Pauline stated she had no report.

F. Budget

Patty reported that the budget has been submitted to the Town Manager. The Budget Committee will meet with the Town Manager on January 21st at 11:00 AM.

G. Technology

Paul had no report.

H. Nominating Committee

There was no report.

I. Communications Committee

Patty reported that the Communications Committee met, wrote two more letters, and have a few more ideas - they are covered through at least May 2015.

XI. OLD BUSINESS

Anna reported that donations to the 750 Club are still being made and as of December 31st \$5,570 has been received.

Anna asked if anyone attended the CIP Meeting on December 18th. She understands that the CIP Committee will meet twice in January. She hopes that someone from the Budget Committee will be able to attend these meetings.

XII. NEW BUSINESS

A. Receiving Donations Electronically

Lisa reported that people can designate donations/charity of your choice through Amazon Smile. Patty and Iris will work on this and help set that up on the Library's website.

Anna asked Lisa to think about topics and a facilitator for some staff development.

XIII. PUBLIC PARTICIPATION

David mentioned that budget season is coming up, but there is no set schedule yet.

XIV. ADJOURNMENT

MOTION: Diane Stamm made a motion to adjourn, Pam Raynock seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with a 13-0 vote at 8:15 PM.

The next Board of Trustees meeting is scheduled for Monday, February 9, 2015 at 7:00 PM.