

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
OCTOBER 19, 2015**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Dennis Doyle, Anna Eddy, Patty Foley, Iris Larsson, Lloyd Lirio, Judy Igielski, Kris Nasinnyk, Maureen O'Connor Lyons, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

**BOARD MEMBERS ABSENT**

Pauline Kruk  
LeeAnn Manke

**STAFF**

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

**TOWN COUNCIL LIAISONS ABSENT**

Clarke Castelle  
David Nagel

**FRIENDS**

Terri Beganski

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:03 PM.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Judy reported that Pauline had to have emergency surgery and she was doing fine. Former Board member Trudy Walker has been in the hospital for several months; Judy has her address if anyone would like to send her a card. Lynn Caley sent a thank you note for the recognition she received at the Annual Library Meeting.

**IV. APPROVAL OF MINUTES**

Maureen clarified a statement under the Facility and Site report from the September meeting; Maxine Bleiweis has agreed to provide a quote to be a facilitator. **MOTION: Judy Igielski made a motion to accept the minutes of September 21, 2015 as amended, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of September 21, 2015 as amended was unanimously approved with a 12-0 vote.**

The minutes from the Annual Meeting held on September 21, 2015 were also distributed to the Board of Trustees who will review them for discussion and approval at the November meeting.

## **V. REVIEW OF ANNUAL ACTIVITIES CALENDAR**

Diane reviewed the Annual Activities Calendar for the month of October and thanked Anna and Patty for the creation of this calendar. October's calendar includes discussion on the Annual 5K Race scheduled for May 15, 2016, the appointment of a Hanel liaison, the appointment of a Friends liaison, a walk-through with the House Committee, quarterly report from the Investment Committee. Diane stated that she feels this is going to be a great and exciting year for the Library and the Library Addition Renovation Committee. She asked that Committee Chairs streamline their meeting notes to report at the monthly Board meetings, and then additional discussion if needed.

## **VI. TREASURER'S REPORT**

Paul asked that when he receives gifts and/or donations, he should let Judy know so she can send a thank you note; Lisa responded that the staff does that so there is no need to let Judy know. The signatures are all set on the accounts. A new credit card needs to be obtained. There was discussion about purchasing a laptop for the Treasurer's use. Paul indicated that it would be easier to use the cloud so there would be access from anywhere. **MOTION: Neil Ryan made a motion to allocate funds and accept the cloud for the use of the Treasurer's needs, Anna Eddy seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.**

## **VII. LIBRARY DIRECTOR'S REPORT**

Diane commented that Lisa's report at the Annual Meeting was awesome and thanked her for a great job.

Lisa reported that Michelle Royer is doing well; she had her surgery on Wednesday and was home on Thursday – she is scheduled to return in mid-November. **MOTION: Anna Eddy made a motion to purchase a \$100 Outback gift certificate for Michelle Royer, Judy Igielski seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.** Lisa reported on upcoming programs: On October 21<sup>st</sup> Teen Nerd Program "Smart Is Cool", a program tonight from Omar Coffee, Sliva program with author Ben Hatke scheduled for November 13<sup>th</sup> with 3<sup>rd</sup> and 4<sup>th</sup> graders going to the high school, and then he will be at the Library signing books in the evening. Sunday hours will begin November 15<sup>th</sup>. Winter Reading program is "Be A Smart Cookie." Staff has begun cross-training in various areas of the Library and shadowing each other.

Lisa also reported that the Town Hall was closed for a couple of days due to a sewer issue. With regard to the election: on Tuesday, October 20<sup>th</sup> it will be meet the Town Council candidates, Wednesday, October 21<sup>st</sup> meet the Board of Education candidates, and Thursday, October 22<sup>nd</sup> the Mayoral Debate.

## **VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Karen reported that all printed materials are complete as far as the RFID project. The reference collection that doesn't circulate will be done soon. CD and DVD materials will be next for the

RFID project. The self-check stations should be up and running next month, and fines can be paid with a credit card. The Library has four new Samsung tablets available for adults and teens, and two new ones for children. The Tech 4 U Service is very popular and additional slots have been added. There will be a program on November 12<sup>th</sup> at 7:00 PM for resume and cover letters. Diane Durette is working on a four session program using 10 tablets donated by AARP entitled "How To Use a Real Pad Tablet." On November 5<sup>th</sup> Amy Melissa Kirby will present a program on legendary locals of New Britain.

## **IX. FRIENDS OF THE LIBRARY**

### 1. Terri Beganski Report

Terri reported that the Friends Book Sale is scheduled for November 13-14-15, 2015. There will be students from Newington High School helping with the Book Sale. The Friends have purchased an iPad to use with a square reader for book sales, and to take pictures. On Sunday, November 15<sup>th</sup> non-profit organizations may come to the book sale and take books that haven't sold. The Wine and Cheese Social is scheduled for January 22<sup>nd</sup> with a snow date of January 29<sup>th</sup>.

### 2. Board Liaison Report

The next Friends meeting is November 4<sup>th</sup>.

## **X. COMMITTEE REPORTS**

### A. PEP (Planning, Evaluation, Policy)

#### 1. Board of Ethics statement to be signed

Kris distributed the Board of Ethics statement for the Board of Trustees to sign.

#### 2. Discussion about Finance Committee

Kris stated that this issue will be put on the back burner at this time.

#### 3. Nomination Committee and Technology Committee description for introduction

Kris distributed descriptions for the Nomination Committee and Technology Committee. The handbook work continues to progress, and these two committees should be added to the ByLaws.

Kris thanked Anna for her leadership and all the good she did for the Library. Diane presented Anna with a gift of a \$100 Max Restaurant gift certificate and a library book shelf shawl.

Neil thanked Anna and said she left the Board in a tremendous position, especially with the establishment of the building committee.

### B. Investment Committee

Neil reported it wasn't a good quarter with Oakmark investments down 8% and the seven Vanguard funds down \$22,000. He will schedule a meeting with the financial advisors in the near future. Once he has received the quarterly reports, he will email them to the Board.

C. House Committee

Diane stated that Lloyd is not the Chair of this Committee. Lloyd commented that he will work with Lisa to schedule the walk-through.

D. Facility and Site

Maureen reported that only one meeting has taken place for the Library Addition Committee. Newell Stamm is the chairperson of this committee. Maureen forwarded information to Newell and Maxine with regard to Library addition plans.

E. Fund Development/Legacy Society

Pauline was not in attendance. For the time being Anna will take over as chair of this committee and will call a meeting of the committee to go over the framework, look over the documents and website, and brainstorm.

**MOTION: Judy Igielski made a motion to send a plant to Pauline Kruk, Pam Raynock seconded the motion, all were in favor, and the motion was passed unanimously with a 12-0 vote.**

F. Budget

Patty reported that the budget process will begin with instructions from the Town Manager in November, and then submission by the end of December.

G. Technology

Paul had no report.

H. Nominating Committee

There was no report.

I. Communications Committee

Patty reported that letters are being published in local newspapers, but nothing will be submitted until after the election.

**XI. OLD BUSINESS**

A. Staff Appreciation Event – Friday, October 23

Judy reported that she has a count of 49 for this event. Diane thanked Maureen for putting together the Staff Appreciation event.

**XII. NEW BUSINESS**

There was no New Business.

**XIII. PUBLIC PARTICIPATION**

There was no Public Participation.

**XIV. ADJOURNMENT**

**MOTION:** Judy Igielski made a motion to adjourn, Pam Raynock seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with a 12-0 vote at 8:45 PM.

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