

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 14, 2015**

BOARD MEMBERS IN ATTENDANCE

Chris Bieszczad (arrived at 6:36 PM), Paul Crosswaith , Dennis Doyle, Anna Eddy (arrived at 6:42 PM), Patty Foley, Judy Igielski (arrived at 6:43 PM), Iris Larsson, Lloyd Lirio (arrived at 6:37 PM), LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Pauline Kruk
Pam Raynock

STAFF

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

TOWN COUNCIL LIAISONS

Jim Marocchini
David Nagel

FRIENDS

Ann Marino

FRIENDS ABSENT

Terri Buganski

GUEST

Mayor Roy Zartarian

CALL TO ORDER

The meeting was called to order by Diane Stamm at 6:32 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel stated that he has been reappointed as the Library Liaison. Jim Marocchini is the other Library Liaison.

Mayor Roy Zartarian commented that he has never been to a meeting of the Library Board of Trustees and wanted to be here this evening. He stated that when he was canvassing during the election, two Town Departments stood out, and that was the schools and the library.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy was not in attendance at this point of the meeting. Diane commented that Guido Giantonio fell and a card would be sent around the table for the Board to sign. Judy arrived at this point and

commented that she had some thank you notes to pass around for the Board to look at, and that Brian Wood's father had passed away.

Chris Bieszczad, a new member of the Library Board of Trustees was introduced, and the Board went around the table and introduced themselves to Chris.

IV. APPROVAL OF MINUTES

On page three of the minutes under PEP Committee, the word "be" should be removed. Anna commented that Terri Buganski's name was spelled wrong. **MOTION: LeeAnn Manke made a motion to accept the minutes of November 9, 2015 as amended, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of November 9, 2015 as amended was unanimously approved with a 14-0 vote.**

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane reviewed the Annual Activities Calendar for the month of December which includes sponsors levels for the 5K Race, budget discussion, updating the meeting schedule for 2016. 5K Race Committee meetings will begin in January.

VI. TREASURER'S REPORT

Paul reported that there is a total of \$84,489 in various banks and money market accounts.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that Bailey Francis had a boy named Maxwell. Betty Novosett retired as the circulation substitute after 19 years. Lisa, Karen, Lynn, and Patty have been working on the budget which is due January 4th. November 15th was the first Sunday opening. Lisa will be having hand surgery and will be out about a week or so, and her father is ill so she will take some further time. Lisa also reported that there will be a delay and disruption to the delivery system of interlibrary loan materials throughout the state. The company that has been providing this service is backing out and there is a huge backload at the warehouse.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that within a week the Library will be circulating Samsung Galaxy Tablets that are loaded with games, Netflix, and magazines; this is for Library use only, these tablets cannot be taken out of the Library. The RFID project is in its final stages; music CDs and DVDs are remaining.

IX. FRIENDS OF THE LIBRARY

1. Terri Buganski Report

Terri was not in attendance. Ann Marino reported that the Friends held their monthly meeting last week and it was reported that preliminary figures from the Book Sale were \$13,000. Friday night was approximately \$1,000 ahead of last year. The Wine and Cheese Social is scheduled for January 22nd with a snow date of January 29th.

2. Board Liaison Report

Ann commented that there has not been a Board Liaison in attendance at the last few meetings. Neil, Judy, Ellen, and Pam are all the Board Liaisons who take turns attending the Friends meeting. They will contact each other and create a schedule so that they are in attendance.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Kris stated there was no report.

B. Investment Committee

Neil reported that funds are being divested from Everbank into another banking institution. He will be contacting the financial advisors with regard to the policy statement.

C. House Committee

Lloyd reported that 13 items that were identified during the walk-through have already been completed.

D. Facility and Site

This will be discussed in detail towards the end of the meeting.

E. Fund Development/Legacy Society

Anna reported that the slide show on the Legacy presentation will be shown to bring everyone up to date, and to show an abbreviated version to the staff. The committee is working on developing a logo.

F. Budget

Patty stated that Lisa reported on this during her report.

G. Technology

Paul had no report.

H. Nominating Committee

There was no report.

I. Communications Committee

A letter was just published in the Hartford Courant. The Committee has future letters scheduled to appear in local newspapers.

XI. OLD BUSINESS

There was no Old Business.

XII. NEW BUSINESS

1. Race Committee 2016

Diane reported that the Race Committee will begin meeting in January.

FACILITY AND SITE DISCUSSION – Maureen reported that Lisa and her staff have done an absolutely marvelous job in compiling the information for a space needs assessment; a document totaling 25 pages. Additionally, they completed a State worksheet that uses a formula to assess square footage needs. The Town Library Renovation/Addition Committee was formed with Maureen, LeeAnn, Newell Stamm as Chairperson, Laurel Goodgian former Library Director of the Wethersfield Library, Steve Silvia, David Nagel, and Jim Marocchini. Maureen asked Mayor Zartarian and David Nagel if there will be a conflict of interest having Steve Silvia serve on this Committee as he is a member of the Newington Board of Education. This will be looked into and they will let Maureen know. The only meeting of this Committee was held back in July. At that time the Library was charged with creating a needs assessment plan. Maureen reached out to Maxine Bleiweiss and provided her with materials pertinent to the Committee and the renovation plans. Maxine provided a preliminary proposal and either Maxine would be hired as a consultant for the Library Renovation Addition Committee, or there is a possibility that the Library Board might want to hire her to review the space needs assessment.

Maureen indicated that the Board's job this evening was to decide if the document prepared by Lisa and staff, along with the State worksheet, be sent to members of the Library Renovation Addition Committee as is, or if the Board had additional suggestions for this document. Maureen's personal opinion is that the document is very specific and is in a good order of appearance.

Members of the Board of Trustees made the following comments:

Iris - Do you think that the Committee will take the time to read a 25 page document? The response to Iris' comment was that they would.

LeeAnn – this is a good document and quantitative State form. The needs are generated from within. The \$100,000 given to the Library Renovation Addition Committee is to hire a consultant or an architect to give the project new eyes.

Anna – This document is boiled down to basics, and someone needs to facilitate the process, identifying the square footage, and the kind of space that is in other libraries such as youth space and learning centers.

Iris – Do we have the assurance that once we get to the stage where we are adding onto the library, we should get an architect that specializes in libraries? Maureen responded that the Committee will be in charge of this and will make sure the architect is aware of the needs.

Ellen – Focus groups should be held with groups of seniors, teens, families. Maureen responded that Maxine would have focus groups.

Kris – commented that she read the document in its entirety and was touched by its nostalgia and got an appreciation for what is needed; instead of “this particular space for” it should be “the need for this space would be”. She likes the idea of focus groups. She stated someone needs to be a visionary and see into the future, specifically with expanding technology needs.

Neil – the document is outstanding and factual in nature. The constant theme is more space for offices and staff and room concerns. Specific goals need to be set that are doable and manageable.

Anna – technology needs should be mentioned more. Lisa commented that there is a section on a “technology hub.” Anna feels that there should be a collaborative effort with the process and feedback with the Committee. She asked Dennis how the process was during the last building renovation.

Dennis – the building committee met every two months and they would lay out what was to be accomplished in the next two months; there was ongoing dialogue; a couple of public sessions; very clear cut objectives were established; what has happened to date, an update, interaction, so that when they got towards the end there was no big holes. The staff was always involved; interface between the committee, the staff, and the town is very important.

Jim Marocchini – the Town Hall Committee met every two weeks; the more information the better to get out in front of the project.

Dennis – the big advantage was that everybody wanted to expand the library for more space for books, meetings rooms, and everyone was in agreement of this need for expansion.

Diane – Newell, as Chair, met with the Board, and will be meeting with everyone to hear about the needs, and he will have a lot of open communication. She would like to see a schedule of the meetings.

Anna – once things start rolling, the Board should continue to have the opportunity to provide input. Diane responded that LeeAnn and Maureen are on the Committee so the Board will ask them to maintain communication between the Board and the Committee.

Maureen – at the first meeting it seemed that the Committee wanted information and that it is important to get something to Jeff Baron so the meetings can begin.

Judy – Would the \$100,000 go to Maxine? Maureen responded that if the Committee wants to hire Maxine they would pay her; if the Committee decides not to use Maxine and the Board wants to hire her, then the Board would pay her. Judy agreed that focus groups are a good idea. Judy also asked about fund raising and Maureen responded that will be looked at down the road.

Patty – The document needs to be summarized; more of an introduction as to what is in the document. Identifying the service population; looking for what is currently in place and what are we looking for with regard to space needs.

Dennis – reiterating communication the first time around – the original floor plan called for the children’s room to be on the first floor – there was a public hearing and everyone was totally against the children’s room on the first floor – the point is that the public was able to communicate – due to these hearings there were two reversals in the floor plan.

LeeAnn – we have learned a lesson from the Town Hall Committee – we want to be out there for the public, we want feedback, we need to advocate for a consultant who knows how to be creative with regard to use of space. There should be no assumptions that everybody knows the Library needs.

Ellen – Has the Committee had a tour of the building? – the answer was yes

Anna – Tours should be scheduled for the public, and notice of tours should be in the newspaper and in Footnotes.

Chris – tours should be combined with a fund raiser

Patty – Tours should be videotaped for NCTV.

Maureen – Reiterated earlier comment – does the Board feel this is an adequate document with adding an executive summary page and expanding on the technology page to be delivered to the Library Renovation Addition Committee? Lessons have been learned from previous committees that have not been successful. All questions need to be answered honestly and directly.

Kris – This has been an interesting discussion and she agrees that with the additions to the document, Maureen and LeeAnn should bring it to the Committee

Chris – Adding space should be stated as multi-functional use of space

Diane – meeting the community needs – multi-functional use of space is a win/win for everyone

David Nagel – it's good to have a starting point and to give the committee preliminary information

Patty – with the way social media is, specific number with regard to square footage shouldn't be made known because that can be exaggerated

LeeAnn – this is just raw data; we may have to take our chances with misinformation – qualitative versus quantitative

Lisa – the State form is just a worksheet; a formula that the State uses – the intent of the worksheet is for the committee to look at the numbers based on a formula; it is just a starting point – it is a library space planning guide worksheet with a formula – generically created by the State – this information is just being presented to the Library Addition Renovation Committee as a starting point

Mayor – if people see the numbers they may put their own spin on it – a single consistent voice speaking exclusively about the renovation/addition should always be used

MOTION: Anna Eddy made a motion that the space needs assessment 25 page document prepared by the Library Staff, be amended to include an executive summary page and expanding on the technology needs, and along with the State worksheet, this information be presented to the Library Renovation Addition Committee, Neil Ryan seconded the motion, all were in favor, and the motion passed with a 15-0 vote.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Iris Larsson made a motion to adjourn, Judy Igielski seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:40 PM.

The next Board of Trustees meeting is scheduled for Monday, January 11, 2016 at 7:00 PM.