

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 13, 2016**

BOARD MEMBERS IN ATTENDANCE

Chris Bieszczad (arrived at 7:08 PM), Paul Crosswaith (arrived 7:42 PM), Dennis Doyle, Anna Eddy (arrived at 7:22 PM), Patty Foley, Lloyd Lirio, Maureen O'Connor Lyons, LeeAnn Manke, Kris Nasinnyk, Neil Ryan (arrived at 7:09 PM), Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Judy Igielski, Iris Larsson, Pam Raynock

STAFF

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

TOWN COUNCIL LIAISONS ABSENT

Jim Marocchini
David Nagel

FRIENDS

Terri Buganski

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 was not in attendance. Diane reported that Judy's surgery went well and she is having physical therapy.

IV. APPROVAL OF MINUTES

MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of May 9, 2016, Dennis Doyle seconded the motion, and the motion to accept the minutes of May 9, 2016 was approved with an 8-0 vote

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane stated that the Annual Activities Calendar for the month of June includes sending out thank you notes for 5K Race prize donations, and finalizing plans for the Annual Meeting scheduled for September 12th with a 6:00 PM business meeting and the 7:00 PM Annual Meeting. Kris stated that she sent an email to the Key Club thanking them for all of their help with the race. Lisa indicated that thank you

letters have been sent to the sponsors of the race. The Hanel Concert is scheduled for Sunday, September 18th at 2:00 PM.

VI. TREASURER'S REPORT

LeeAnn reported that as of May 31, 2016 there is \$15,558.05 in the account which includes the race money. The race had 299 registrants at \$3,821.50, sponsors at \$7,500 for a total of \$11,321.50, expenses of \$4,816.99, for an income of \$7,224.51. Diane commented that nominating a treasurer for next year has been challenging, however LeeAnn has agreed to continue as both vice-president and treasurer for continuity sake, but only for the next year. **MOTION: Neil Ryan made a motion to have the Nominating Committee present at the Annual Meeting LeeAnn Manke as Vice-President and Acting Treasurer for the next year, Dennis Doyle seconded the motion, all were in favor, and the motion passed with a 10-0 vote.**

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that the Summer Reading kick-off will be held on Thursday, June 16th from 10:30–1:00 and 4:30–7:30 for adults, and on Saturday, June 18th from 10:00 to Noon for all ages – Touch-A-Truck will so take place that day, and Home Depot will be planting marigolds. The theme this year is Exercise Your Mind. Interviews will be taking place for the eight people that have applied for the part-time children's position. Tagging for the DVDs has finished, and now the entire collection has been tagged. An employee of Parks & Grounds accidentally weed-whacked the butterfly garden so that will be replanted. The end of the fiscal year is June 30th so the budget is being spent. Some of the series programs that have taken place and continue to take place are Mind, Body & Soul, Made in Connecticut, Teen Life Skills, Book Speed Dating – are all very successful. HealthTrax will have a Fun Night for approximately 200 people. The Herald Sunday Conversations Piece will be interviewing Lisa. The State delivery system continues to be a mess and no resolution is in sight.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that there is now a Pinterest page on the website. eReaders preloaded with mysteries and fiction, will now have bestsellers. QuickFlix, a new three day loan for DVDs is now available, however there are no holds allowed on these. An Academy Awards Film Series will begin and these movies will be shown both in the afternoon and evening. Karen reported at an earlier meeting that the Library will be collaborating with the Board of Education on technology; she and Bailey met with Jay Salerno at Newington High School about upcoming programs. There will be a Human Services Forum on June 20th on substance abuse and mental health issues.

IX. FRIENDS OF THE LIBRARY

1. Terri Buganski Report

Terri reported that the Annual Meeting was held on June 8th and JoAnn Cromwell was named Friend of the Year. Officers were nominated. Sherri Miller entertained and she was great. The Friends will discuss their budget on July 13th and come up with different ideas for fundraisers. They will hold their Flower Power fundraiser again in the fall. A \$1,000 anonymous donation was received by the Friends. The Fall Book Sale will be November 18, 19, and 20. Maureen commented that the Friends Annual Meeting was a wonderful evening and the Friends are so enthusiastic. She thought the report on how they raise money and how they use it for the library was very informative. The entertainment was marvelous. Maureen was disappointed that only three Board of Trustees members were in attendance at the Friends Annual Meeting because she stated “we are nothing without them.”

2. Board Liaison Report

Neil attended the May meeting. He asked about the Friends serving refreshments at the Hanel Concert and he was told that it depended on the venue.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Kris reported that the Committee met and the topic of conversation was the final evaluation letter on the Library Director that the Board of Trustees sends to the Acting Town Manager. She was very impressed with the discussion and making sure that the wording was just right in this letter. She then read the letter to the Board. Next year the committee will focus on developing a process for new trustees to receive appropriate information in order to be an effective trustee. The committee will also review the ByLaws, and remote participation at Board meetings. The committee has gotten a lot of things done this last year. Kris then commented that she will be resigning her position on the Board, and stated that she hopes the Board continues to be respectful towards the Town Council as that reflects on Lisa, Karen, and the Library staff. Diane thanked her for her excellent work on the Board and the PEP Committee.

B. Investment Committee

Neil spoke with Dean Spata regarding the proposed contract and he will accept the same fee as what the Board has been paying Carol Pekrul. They talked about the management fees for each fund and Neil will put this in a spreadsheet and send it out to the Board. He explained to Dean that the Board was in favor of the 60/40 split and having Vanguard manage the funds. The Investment Committee will also work on the policy statement over the summer.

C. House Committee

Lloyd had no report.

D. Facility and Site

1. Report on Library Renovation Committee May 25 meeting

Maureen reported that the Town Hall Renovation Expansion Committee met on May 25th and interviewed Leslie Berger of Library Development Solutions. RFPs had gone out to both Leslie Berger and Maxine Bleiweis who both responded with proposals, however when asked to pare down some of the items, Maxine declined. Leslie did restructure her proposal and was interviewed via Skype. Committee members were very impressed and Jeff Baron offered her the consulting position. A contract was sent with a \$13,800 fee schedule, along with reimbursement of travel expenses. Leslie has been hired to do a feasibility study, and she will come and tour the Library. Maureen commented that the committee is cautiously optimistic, and is very pleased with the progress of this committee. LeeAnn also commented on how impressed she was with Leslie and how agreeable she is to working within the parameters of the town. Maureen stated that Laurel Goodgian is a great asset and she is looking into the feasibility of a state construction grant for an expansion. Lloyd asked if Steve Silvia has resigned from this committee, and has he been replaced. Maureen commented that she believes he has resigned but has not heard anything official. Laurel has been named vice-chair and Newell Stamm continues as chair.

E. Fund Development/Legacy Society

Anna distributed a mini slide-show paper version of what the Legacy Society is all about. Something like this could be shown at Library events such as the Hanel Concert, the Annual Meeting, run on the screen by the front door, and have it on the Library's website. Patty commented that more photos should be used and not clip art. Chris suggested using this document as a type of scavenger hunt. Anna and the committee will meet and refine the document.

F. Budget

Patty reported that Lisa and staff are spending the budget before the end of the fiscal year.

G. Technology

Paul had no report.

H. Nominating Committee

Maureen reported that the slate of officers will be presented at the Annual Meeting in September, and adding the combined position of vice-president/treasurer.

I. Communications Committee

Patty reported that the committee met and have topic ideas and letters set up for July through December, such as the Friends, volunteers, various services, and Did You Know?.

Diane commented that there are no formal Board of Trustee meetings over the summer, but a special meeting can be called if necessary. Additionally, committees still can meet over the summer.

XI. OLD BUSINESS

1. Race Committee 2016

Neil reported that the race went well with 299 registrants. There were comments that there were too many bagels and plenty of fruit.

2. Hanel Concert

Karen reported that she has been researching venues for the Hanel Concert. The cost for John Wallace Middle School and Newington High School is too much due to custodians working on a Sunday. Town Hall will be available and is the best solution at this time.

3. Annual Meeting

The Annual Meeting will be held at 7:00 PM on Monday, September 12th. Maureen will coordinate supper for the regular Board meeting at 6:00 PM, and refreshments for the Annual Meeting.

XII. NEW BUSINESS

Anna stated that the Newington Student Assistance Fund is holding their 50th Anniversary on September 23rd with a beer and wine event at the Town Hall Lobby, along with a tea cup auction. Tickets are \$15. She said people can either place an ad in the program booklet or donate to the tea cup. Lisa stated she

could create a basket. **MOTION:** Neil Ryan made a motion to allocate \$50 for the creation of a basket for the tea cup auction, Anna Eddy seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Kris Nasinnyk made a motion to adjourn, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:38 PM with a 12-0 vote.

The next Board of Trustees meeting is scheduled for Monday, September 12, 2016 at 6:00 PM.