

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 9, 2015**

**BOARD MEMBERS IN ATTENDANCE**

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

**BOARD MEMBERS ABSENT**

Dennis Doyle  
Ellen Vessella

**STAFF**

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

**STAFF ABSENT**

Lisa Masten, Library Director

**TOWN COUNCIL LIAISONS ABSENT**

Clarke Castelle  
David Nagel

**FRIENDS**

Terri Beganski

**GUEST**

Newell Stamm, Jr., Chairperson, Library Renovation Addition Committee

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:00 PM. Diane welcomed Pauline back, and welcomed Newell Stamm, Jr. who is Chairperson of the Library Renovation Addition Committee.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

Newell commented that he was in attendance this evening to get ideas from the Board and the Library Director with regard to specific requests for changes in the Library. He wanted to hear their ideas so that he has a sense of what the Library Renovation Addition Committee would be tasked with. With regard to capital improvements, the boiler needs to be replaced. The Library Renovation Addition Committee will be looking at ways to raise funds for an expansion, negotiating bonding issues, and helping to engage and monitor the building process, along with choosing an architectural firm. The Board expressed their thoughts on the expansion: the need for **larger** staff office space, spaces currently having limited functions, better use of and flexibility of space, additional quiet spaces to work, a larger community area, reconfiguration of the front door due to the draft, technology improvements and additional areas to “plug in,” conversation nooks with whiteboard walls

### III. SECRETARY'S REPORT/COMMUNICATIONS

Judy reported that she has received thank you notes for the staff appreciation dinner. Iris suggested sending a sympathy card to Diane **Durette**. Judy also reported that Trudy is home from the hospital.

### IV. APPROVAL OF MINUTES

On page two of the minutes under Library Director's report there is a space in the word "all" in the motion. On page four of the minutes under House Committee the word "not" should be "now."

**MOTION: Kris Nasinnyk made a motion to accept the minutes of October 19, 2015 as amended, Neil Ryan seconded the motion, and the motion to accept the minutes of October 19, 2015 as amended was unanimously approved with a 12-0 vote.**

### V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane reviewed the Annual Activities Calendar for the month of November which includes a listing of the 2016 meeting dates, the Friends Book Sale November 13, 14, and 15.

Diane also wanted to comment that when an email is sent to the Board, there is no need to "reply all" so everyone doesn't get everyone else's reply!

### VI. TREASURER'S REPORT

Paul reported that he is still going through everything and will have a more thorough report in December.

### VII. LIBRARY DIRECTOR'S REPORT

Lisa was not in attendance.

Karen reported that there were thefts in the Library during the week of October 26<sup>th</sup> from a locked study room **and other locked areas in the library**. The security footage was reviewed and it was someone from the cleaning staff who stole a device from this locked study room. The individual was confronted and has confessed to the police. Lisa and Karen have had staff participate in cross training throughout the departments. Karen attended a human resources workshop at the State Library which focused on interviewing. Sunday openings will begin on November 15<sup>th</sup> and the substitutes who work on Sundays have had some training sessions. The Sliva program with children's author Ben Hatke was very successful with 3<sup>rd</sup> and 4<sup>th</sup> graders at the high school, and then book signing at the Library in the afternoon. Library staff had a booth at the Senior and Disabled Center's Expo. Diane **Durette** held the first session with 10 patrons on Real Pad. There is a list of all the holiday programs in the Footnotes newsletter. There are two upcoming technology programs: resumes and cover letters on November 12<sup>th</sup>, and computer troubleshooting on November 19<sup>th</sup>.

### VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen combined her report with above.

### IX. FRIENDS OF THE LIBRARY

1. Terri Beganski Report

Terri reported that the Friends Book Sale is scheduled for November 13-14-15, 2015. On Sunday, November 15<sup>th</sup> from 3:15 to 4:00 PM non-profit groups have been invited to come to the Book Sale and **take remaining items**. 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

There was no report.

## X. COMMITTEE REPORTS

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

#### 1. Nominating Committee and Technology Committee additions to standing committee (vote required)

Kris distributed the Nominating Committee and Technology Committee additions for the Board of Trustees' review. This is an addition to the ByLaws Standing Committees. **MOTION: LeeAnn Manke made a motion to incorporate the changes as amended and proposed by the PEP Committee, Pam Raynock seconded the motion, all were in favor, and the motion passed with a 12-0 vote.** Kris stated that the PEP Committee will be define the process for the Annual Meeting, special meetings, and the Library Director's annual review, all of which are for the handbook. She hopes to have an electronic version of the handbook by January. The Board commented that the PEP Committee has done a remarkable job.

### B. Investment Committee

Neil stated that he emailed the quarterly reports ending September 30, 2015 to the Board. He contacted the financial advisor and let him know about the new president and treasurer.

### C. House Committee

Lloyd thanked everyone who participated in the walk-through on Saturday, and a very big thank you to Lynn and Karen for their assistance.

### D. Facility and Site

Maureen reported that Newell is a hard act to follow and that she is so pleased that he is chairing the Library Renovation Addition Committee. Nothing will be done until the new Town Council gets up to speed on this, so everything is in a waiting period at this time. Maxine Bleiweis has been sent information about the committee and she will provide a preliminary estimate. \$100,000 was allocated to this committee for a consultant fee, and Maxine understands that her employer would be the Library Renovation Addition Committee should she be chosen. The next scheduled meeting board will begin at 6:30 p.m. to insure there is adequate time for all of Facility and Site issues to be discussed.

### E. Fund Development/Legacy Society

Anna reported that the committee met earlier this evening and reviewed the minutes from the last two years. The Legacy Society should have a logo. The committee will discuss maintenance and review of the website, and brainstorm about how to discuss the expansion.

#### 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.

Diane commented that she would like to seriously investigate how to have a telephone presence at the Board meeting for those times when a Board member is unable to be in attendance, but can participate electronically. She would like the Technology and PEP Committees to look into this.

#### H. Nominating Committee

There was no report.

#### I. Communications Committee

Ellen was not in attendance. A letter has been sent to the newspapers and should be published soon. Last year 14 letters were published. The theme this year will be the building.

### **XI. OLD BUSINESS**

#### A. Staff Appreciation Event – Friday, October 23

Everyone commented what a wonderful event this was and thanked Maureen for putting it together, and Judy for doing the invitations.

### **XII. NEW BUSINESS**

There was no New Business.

### **XIII. EXECUTION SESSION - PERSONNEL**

**MOTION: Anna Eddy made a motion to go into Executive Session to discuss personnel, Judy Igielski seconded the motion, all were in favor, and the motion to go into Executive Session to discuss personnel was passed unanimously with a 12-0 vote at 8:46 PM.**

### **XIV. PUBLIC PARTICIPATION**

There was no Public Participation.

### **XV. ADJOURNMENT**

**The Board adjourned at 9:05 p.m.**

The next Board of Trustees meeting is scheduled for Monday, December 14, 2015 at 7:00 PM.