

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 6, 2014**

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Patty Foley, Pauline Kruk (arrived at 7:08 PM), Judy Igielski, Iris Larsson, Kris Nasinnyk, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Paul Crosswaith, Dennis Doyle, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock

STAFF

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

TOWN COUNCIL LIAISONS

Clarke Castelle
David Nagel

FRIENDS ABSENT

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:05 AM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

Clarke Castelle stated that he spoke with the Town Manager today who will be signing a contract with Decision Point, a company that will hold focus groups throughout October with regard to the Town Hall renovations. This company is very good at making something coherent and providing a road map to assist a new building committee. Clarke also believes that the Town Manager will be reaching out to interested parties to serve on this building committee. David Nagel commented that he received an email from the Town Manager with regard to the configuration of people that will serve on the building committee. It is his understanding that the present building committee will be dissolved and a new committee will start fresh. Ellen Vessella stated that a fresh and new committee should see this project through from start to finish. Iris Larsson asked the liaisons to make sure that the Town Council knows to keep the Library informed and in the forefront for any decision making process.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy stated that she received a lovely thank you note from Lisa Masten. Judy also read a thank you note from Tony Palermino.

IV. APPROVAL OF MINUTES

MOTION: Kris Nasinnyk made a motion to accept the minutes of September 14, 2014, Neil Ryan seconded the motion, all were in favor, and the motion to accept the minutes of September 14 was unanimously approved with a 7-0 vote, Patty Foley and Pauline Kruk abstained as they were not in attendance at the September 14, 2014 meeting.

Judy Igielski took notes of the September 22, 2014 Special Meeting. The Board of Trustees received those notes via email. **MOTION:** Diane Stamm made a motion to accept the notes of the September 22, 2014 Special Meeting, Iris Larsson seconded the motion, all were in favor, and the motion passed with a 9-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

October's calendar consists of committee assignments, confirming the date of the 5K Race (May 17, 2015), designate someone to oversee the Hanel Concert (Maureen O'Connor Lyons), assign liaisons to attend the Friends' monthly meetings, begin planning for a speaker for the Annual Meeting, and receive a quarterly report from the Investment Committee.

VI. TREASURER'S REPORT

Iris reported that the taxes are complete and the information has been sent out. If any Board member would like to review this information it can be found in Lynn's office.

VII. LIBRARY DIRECTOR'S REPORT

Lisa distributed a copy of an article that Pat Pierce wrote for the Connecticut Parents Magazine promoting the Sliva event scheduled for November 21st. Sunday openings will begin on November 16th. The Friends' will be providing a program on the first four Sundays on Shakespeare. Friends' President Mary Woods is a Shakespeare fan. Pat Pierce was one of 15 librarians to receive a donation of legos from LEGO Junior Makers, a new program for the Children's Department. Terri Planco will be retiring as of October 17th and a luncheon will be held on October 15th from Noon to 2:00 PM. At the September meeting the Board voted to purchase a gift card for Terri, and Lisa has done that. Terri's position is a Union position, therefore it will be posted internally for five days. Lisa indicated that there may be some responsibility changes to this position. Beth Livingston who worked as a part time substitute, and was the person responsible for coming up with the idea of the Butterfly Garden, will be leaving to take a full time position in Bristol. MK Solutions was chosen as the company to oversee the RFID. The Town hired a new Facilities Director, Dave Langdon, and Lisa has met with him and he has been given a tour of the Library. On September 18th Lisa attended the Chamber's Women Networking Group at the Connecticut Humane Society.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that the Library has received two new computers from the IT Department; these computers have Windows 7 and Office 2013 installed on them. A new technology program has been developed called Tech for You; this will provide one-on-one service with Carlene Peterson who will work with a person for 45 minutes on any technology device that a person brings to her. This program will begin on October 16th beginning at 5:30 PM. Other technology programs are

Book A Librarian, and Tech Troubleshooting with Teens. There is a waiting list for Book A Librarian. A new service called HOOPLA will also be implemented. On September 19th a Basic iPad program was held with 19 people. Sue Schneider is bringing back the “Blind Date with a Book” program; last year this program was very popular with books covered in newspaper. The program will run from October 14th through 31st and will be called “Trick or Treat” – once a patron reads these newspaper covered books they will be asked to comment “trick or treat” on the books content.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins was not in attendance. Lisa reported that the Fall Book Sale is November 21st through the 23rd and that assistance is needed at 1:30 PM on Friday, November 21st to move books into the Senior and Disabled Center’s cafeteria. Please let Lisa know if you are available to help.

X. COMMITTEE ASSIGNMENTS

Anna distributed a copy of the committee assignments for the 2014-2015 year.

XI. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Judy reported that she contacted various people to serve on the Library Board and they all said thank you but they were not interested at this time. Patty Foley will continue to update the Annual Activities Calendar. The President’s Book was put on hold over the summer, but work will begin on it this fall. Kris is now the Chairperson of this Committee so Judy will update her on the responsibilities.

B. Investment Committee

Neil stated that he has no formal report, other than the quarterly statement was received from Vanguard, but he is still waiting on the Oakmark quarterly statement.

C. House Committee

1. House Committee Update

Diane reported that the Lienhard Room is not finished just yet, but will be painted, Plexiglas for the windows, and window treatments. Additionally, the white board will come down and be replaced by a large screen television. There are new bathrooms stalls. The Grandfather Clock has been tuned up. The Town will be replacing three dormers. The carpets will be shampooed on Columbus Day. As Lisa reported, a new Felicities Director has been hired by the Town.

2. Walk-thru

Diane reported that the walk-thru has been scheduled for 9:00 AM on Saturday, November 1st. Anyone is welcome to come that day, not just members of the House Committee.

D. Facility and Site

Maureen was not in attendance.

1. Agreement with Town Update

Anna reported that this is still a work in progress. Attorney Alter has been meeting with Town Attorney Boorman and they are exploring the option of the language of an easement rather than a lease agreement.

2. 75th Anniversary Wrap Up

Maureen asked Anna to express deepest thanks to Lisa, Karen, and staff for all of their help with the 75th Anniversary party. Anna read a proclamation from the Governor; this will be framed and displayed in the Library.

E. Fund Development/Legacy Society

Pauline stated she had no report.

F. Budget

There was no report.

G. Technology

Paul was not in attendance.

H. Nominating Committee

There was no report.

XII. OLD BUSINESS

Anna returned to the item of Board members serving as liaisons to the Friends. Judy and Neil were the liaisons last year; they both agreed to do so again this year. Pauline and Ellen stated they would serve as alternates if Judy or Neil were unable to attend a Friends' Board meeting.

At a previous meeting Iris suggested members of the Board write letters to the editor with regard to programs at the Library, etc. as positive public relations for the Library and all that it does to serve the over 200,000 people who come in the doors. Lisa distributed a list of possible topics to write to the local newspaper editors. There was discussion on creating a subcommittee to submit the letters who in turn will send them on to the newspapers. Iris, Judy, Patty, and Ellen will serve on this subcommittee. A specific schedule of letter writing will be discussed at the November meeting.

XIII. NEW BUSINESS

There was no New Business.

The Friends' will hold a reception thanking their membership on October 25th. Patty reminded everyone that the Friends' membership renewals have been sent out.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. EXECUTIVE SESSION REGARDING REAL ESTATE

MOTION: Neil Ryan made a motion to go into Executive Session to discuss Real Estate, Kris Nasinnyk seconded the motion, all were in favor, and the motion was passed unanimously with a 9-0 vote at 8:05 PM.

The Board adjourned at 8:38 pm.