

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 19, 2013**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Pauline Kruk, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermino, Neil Ryan, Diane Stamm

BOARD MEMBERS ABSENT

Iris Larsson, Eric Rothauser, Trudie Walker

STAFF

Donna Miller, Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Lisa Masten, Assistant Library Director

TOWN COUNCIL LIAISON

Clarke Castelle

TOWN COUNCIL LIAISON ABSENT

David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:07 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Anna congratulated Judy on her 2013 Volunteer of the Year Award. Donna showed everyone an article about Judy that was in the Newington Town Crier. Judy thanked the Board for nominating her and for speaking at the ceremony.

Kris indicated that on page 3 of the minutes under Facility and Site it says "RFB" and should read "RFP." Additionally, on page 3 under PEP the motion should not have the word "unanimously" as there was one abstention.

MOTION: Kris Nasinnyk made a motion to accept the minutes of the regular monthly meeting of January 14, 2013 as amended, Judy Igielski seconded the motion, and the motion to accept the minutes of the regular monthly meeting of January 14, 2013 as amended was unanimously approved with an 11-0 vote.

Anna commented that she would like to see a schedule of annual activities related to the Library and the Board from September through June; she passed around a sheet asking the Board to add anything that they deemed important.

III. PUBLIC PARTICIPATION

Clarke stated that Anna attended the CIP Budget meeting and spoke on the RFID system. Anna explained at the meeting that the Library has had some thefts and this system would help with that, along with modernizing the Library's management of materials.

Anna stated she recently saw that the date cards in books are bigger. The date cards with the four dates on them are expensive to purchase; therefore staff made their own cards on green card stock and white labels, saving the library a considerable sum for a whole new set of cards.

IV. TREASURER'S REPORT

Iris was not in attendance.

V. LIBRARY DIRECTOR'S REPORT

Donna reported that Anna asked if Sue Schneider could come to a Board meeting and introduce herself; Sue will attend the March 11th Board meeting.

The Hanel event will be on Sunday, April 7th and will feature a group called CabareT from the Hartt School of Music. They are six musicians who play Pop Music and Broadway Tunes. They cost \$1,255.

Due to the winter storm, the Library was closed on Friday, February 8th. On Thursday, February 7th 2,389 items were checked out.

Sue Bethune, the full time collection management person, has been with the Library for over 30 years and will retire on February 22nd. She will have a low key staff party at 5:30 PM on Friday; Donna stated that the Library Board is welcome to stop by and wish Sue well. Sue has agreed to continue at the Library as a substitute.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa was not in attendance. Donna reported that Lisa coordinated the Winter Reading Program which ended February 15th. There were 427 registered which is a 7% increase from last year; 2,555 books were read. The grand prize was a Blu-Ray DVD player and a hot air popcorn popper. The Adult Summer Reading Program will begin in June.

VII. FRIENDS OF THE LIBRARY

Philip DesJardins, vice-president of the Friends, reported that the Friends 3rd Annual Wine, Beer, and Cheese Social was very successful. The addition of the beer tasting was a hit; more so than the wine tasting. Elvis was also very entertaining. Phil stated that on behalf of the Friends he thanked the Board for their support of this event. The Spring Book Sale is scheduled for April 26, 27, and 28, 2013.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie was not in attendance.

Anna stated that there were some questions raised by members of the Town Council regarding the letter sent to Sue Wright asking for her resignation. The Town Attorney has been asked to review the Library's By-Laws to see if this request adhered to the By-Laws. Judy suggested there may also be something in the Town Charter related to this issue.

B. Investment Committee

Neil reported that the 2012 statements have been received. The Oakmark fund is up 8.3% and the six Vanguard funds are up 9%. A gentleman by the name of Dr. Pelino would like to donate to the Library on an on-going basis. Neil has asked Carol Pekrul-Miller to see how to set up an endowment and there was a suggestion of a special fund through Oakmark. Neil will seek further information on how Dr. Pelino's endowment can be created.

C. House Committee

Diane reported that all is going well, especially with the recent weather with regard to no leaks in the children's area or in the atrium. Now that no leaks have been detected, ceiling tiles will be replaced in the children's area. There is a new bulletin board in the children's area, and a new desk chair. The plaque for Bertha McCristy Hanna has been received and her grandson, Stuart Holden, will be contacted for a photo opportunity and placement of this plaque. Diane has asked for a proposal for the redesign of the Lienhard Room from three different designers.

D. Facility and Site

1. RFP for Long Range Plan
2. Planning committee for long range strategic plan update

Maureen reported that Donna e-mailed a draft of the RFP to the Board; she distributed copies of this draft. The Board reviewed the document and made some changes. Once the RFP has been received from the four different companies that it is being sent to, the Facility and Site Committee will review those proposals and make a recommendation to the entire Board.

E. Fund Development

1. Legacy Society Donation Envelope

Pauline distributed the final legacy envelope and bookmark; the Board was very pleased with the final product. These will be placed at the funeral home, and will be available for distribution at future Library or Friends events.

F. Budget

Tony reported that a memo was received from the Town Manager with regard to appropriate dates. There will be a special meeting on the CIP budget on Monday, March 18th, and the Library's budget will be discussed on Thursday, March 21st. A public hearing will take place on Thursday, April 4th and the budget will be adopted on Tuesday, April 9th.

G. Technology

Paul distributed information on how to download the magazine service called Zinio. He also stated that Freading was now available to Library patrons.

IX. OLD BUSINESS

Phil was asked if the Friends would provide refreshments at the Hanel event, and he responded that they will.

Anna reported on the Staff Appreciation event. She and Diane went to see a facility in Wethersfield, however were contacted today that they would not be able to use this facility. Other suggestions were The Pond House, Bushnell, St. Joseph's, and The Boat House. These places will be contacted for availability and cost.

Pauline stated that she attended the Newington Chamber's State of the Town breakfast on Thursday, February 8th and found it very informative. Anna indicated she was in line with the Mayor and Town Manager at the breakfast and spoke with them about the parking issue at the Town Hall/Library.

Clarke drew a picture of the realignment of Garfield Street and how additional parking would become available.

X. NEW BUSINESS

1. Board Fundraiser

Diane reported that there was some discussion about holding another Board fundraiser in addition to the 5K Race. She spoke with Natalie Harbeson who had two ideas: Don't Show Formal, which is like the "bakeless bake sale," or an indoor mini-golf game through the Library.

XI. PUBLIC PARTICIPATION

Clarke wanted to clarify some of tonight's reports for his update to the Town Council; he will speak about the RFP for the long range plan, the Friends' Auction, and the Hanel event.

XII. ADJOURNMENT

MOTION: Diane Stamm made a motion to adjourn, Kris Nasinnyk seconded the motion, and the motion to adjourn was unanimously approved at 8:57 PM with an 11-0 vote.