

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
MAY 13, 2013**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Kris Nasinnyk, Tony Palermino (arrived at 7:00 PM), Neil Ryan, Diane Stamm, Trudie Walker

**BOARD MEMBERS ABSENT**

Eric Rothauser

**STAFF**

Lisa Master, Acting Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS**

Clarke Castelle

**TOWN COUNCIL LIAISONS ABSENT**

David Nagel

**FRIENDS ABSENT**

Philip DesJardins

**CALL TO ORDER**

The meeting was called to order by Anna Eddy at 6:52 PM.

**I. ROLL CALL**

**II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES**

Judy reported that she sent information packets to the four Legacy Society members and will continue to do so on a periodic basis. It was suggested to also send them a copy of Footnotes. She will also send a sympathy card to Ron Tramadeo and family. She asked about an obituary in the paper with the last name Sliva, but was told that is not a relation to the Sliva Family who regularly contributes to the Library.

Diane commented that on page three of the minutes under House Committee it states "Lee" and it should read "LeeAnn."

**MOTION: Judy Igielski made a motion to accept the minutes of the regular monthly meeting of April 8, 2013 as amended, Kris Nasinnyk seconded the motion, and the motion to accept the minutes of the regular monthly meeting of April 8, 2013 as amended was approved with a 12-0 vote.**

Anna indicated that the Nominating Committee distributed a list of Trustee interest(s) in Officer and Committee assignments. She asked the Board to review the list and place their name in the areas that they are interested in. She stated that she neglected to add the Technology Committee on this list and asked that the Board please add that to the list.

### **III. PUBLIC PARTICIPATION**

There was no Public Participation.

### **IV. TREASURER'S REPORT**

Iris reported that money for the 5K Race is coming in. Keeney Manufacturing has sent in their sponsorship money for 2012 and 2013.

### **V. ACTING LIBRARY DIRECTOR'S REPORT**

Lisa reported that Lynn emailed the Board of Trustees list to everyone and if there are any corrections to please email Lynn.

The week of April 16<sup>th</sup> was National Library Week, school vacation, SnapShot Day, two showings of the movie Lincoln, and How To Use Indeed.com...the Library was very busy. Patrons were also asked to complete questionnaires and results of this survey will be compiled and shared with the Board.

Michelle Royer was a presenter at the CLA conference on the Special Needs Program. Fourteen staff members attended the CLA conference.

East Library department has a representative on the technology committee and a meeting was held to brainstorm ideas. Ideas including programs and how to help the public more with technology were discussed. Staff is also requesting more training on how to use Ebooks, iPads, Kindles, and Nooks.

Two iPad programs were held featuring favorite apps.

Lisa explained that the Library Connection is changing software that is used for cataloguing. Lisa and Sue Schnedier attended a meeting to discuss which software should be used; a vote will be held in June on the choices.

A new employee has been hired: Rebecca Cobb is the new part-time Children's Librarian. Additionally, two new Children's substitutes have been hired.

Upcoming events include a Lunch & Learn with Diane Durette, the movie Argo will be shown twice on Thursday, June 3<sup>rd</sup> the Children's Department will hold "fun night" at McDonalds to promote the summer reading program, the Friends will hold their annual meeting on June 4<sup>th</sup> and the guest speaker will be Darren Sweeney, meteorologist from Channel 3, the Adult Summer Reading Program will hold registration on June 11<sup>th</sup>, and all ages on June 16<sup>th</sup>.

There was a question on the statistics that Lisa mailed with her monthly report and some numbers are down. Lisa explained that Ebooks numbers have increased, and more people are using the Library via their home computers. The meeting room usage has increased.

**MOTION: Judy Igielski made a motion to go into Executive Session to discuss personnel matters, LeeAnn Manke seconded the motion, all were in favor and the motion was unanimously approved with a 13-0 vote at 7:00 PM.**

**MOTION: Judy Igielski made a motion to return to the regular meeting, Dennis Doyle seconded the motion, all were in favor and the motion was unanimously approved with a 13-0 vote at 7:30 PM.**

**MOTION: Judy Igielski made a motion that the Library Board of Trustees make a recommendation to the Town Manager that Lisa Masten be promoted to the position of Library Director effective immediately, Kris Nasinnyk seconded the motion, all were in favor, and the motion was unanimously approved with a 13-0 vote.**

## **VI. FRIENDS OF THE LIBRARY**

There was no one in attendance from the Friends. Anna reported that the Friends of Connecticut Libraries are holding their annual meeting at the Middlesex Country Club on June 8<sup>th</sup>. Anita Wilson has been selected as the winner of the 2013 Individual Achievement Award. If any Board member would like to attend please let Anna know.

Lisa reported that the Spring Book Sale grossed \$14,000.

## **VII. COMMITTEE REPORTS**

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

Trudie stated she had no report, however Dennis will discuss a meeting with the Republican Town Committee. Dennis indicated that at the present time the Republican Town Committee does not have a chairperson, vice-chairperson, treasurer, or nominating committee, therefore the discussion on the open Republican Library Board position is on hold.

Anna read a resignation letter from Eric Rothauser. Eric will attend the June meeting.

### **B. Investment Committee**

#### **1. Meeting with Financial Advisor Carol Pekrul**

Neil reported that the Investment Committee met with Carol Pekrul on April 22<sup>nd</sup> and all agreed that they are pleased with the status of the seven funds and will not change anything. In 2012 these funds had a 12% increase.

#### **2. Letter from Morgan Stanley/Wealth Management**

Neil received a letter from Morgan Stanley/Wealth Management offering their services to invest the Library's endowment funds. The Library Board agreed that they are pleased with the present services offered by Carol Pekar and do not want to change.

C. House Committee

1. Lienhard Room

Diane gave an update on the HVAC situation with draft problems on the first floor. As she reported last month, LeeAnn and Peter Manke reviewed the areas in question. Peter met with Bob Korpak of the Town's Facilities Department. There is some discussion with regard to adjustment of diffusers and dampers and balance. LeeAnn stated that the air handler is not big enough to handle the balance problems. There is no quick and easy fix to this problem and it is a project to include in the long range plan, and the CIP budget.

Diane then spoke about the Lienhard Room. She, Lisa, and Lynn have reviewed some proposals and are pleased with the company Red Thread. They will meet with Red Thread and get their ideas for making the room more usable.

D. Facility and Site

1. RFP for Long Range Plan

Maureen reported that of the five proposals sent to consultants for the Long Range Strategic Plan, two have responded. Two more are out of business, and the fifth did not respond. The Committee will review these proposals and will make a recommendation to the Board. Maureen distributed copies of the two proposals to the entire Board.

E. Fund Development

Pauline stated that the bookmark needs to be changed because it has the former Library Director's name on it.

F. Budget

Tony had no report.

G. Technology

Paul stated he had no report.

## VIII. OLD BUSINESS

A. Staff Appreciation Event

Iris, Anna, and Maureen have been working on a venue for this event. Anna spoke with the Florence Griswold Museum in Old Lyme who could accommodate everyone. She also looked into a 57 passenger bus to transport staff and Board members to the event.

which is tentatively scheduled for Friday, November 8<sup>th</sup>. The cost of the museum, catering, and bus would be approximately \$5,000. **MOTION: Maureen O'Connor Lyons made a motion to have the Staff Appreciation Event on Friday, November 8, 2013 at a cost up to \$5,000, with the Board paying for themselves, and as long as staff agree to the date and venue, Dennis Doyle seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

B. Children's Garden - Pat Pierce

Newington Parks and Grounds rototilled the area, and the Boy Scouts will build a raised garden. Frinks will be donating 100 marigold seedlings, and the Eddy Farm will donate vegetable seedlings. The Home Depot is supplying materials.

C. Library Road Race

The Library Road Race is scheduled for Sunday, May 19<sup>th</sup>. Bill Rogers will speak at the Library on July 1<sup>st</sup>.

**IX. NEW BUSINESS**

A. Review Board's Annual Calendar

Anna distributed a list of the Library Board of Trustee's Annual Activities. This will help Board members know what events take place throughout the year.

B. PR Campaign for CIP Year 2 Request

The Town Council approved the first phase of the RFID project, however the Board needs to keep the Town Council and public informed about this project in order to secure the funding for the second phase next year. The RFID project needs to be promoted and the Town Council and public need to be informed with regard to its importance.

**X. PUBLIC PARTICIPATION**

Clarke reported that the Town of Newington has received a \$2 Million grant to clean up the National Welding site. Once this site is cleaned up and businesses move in, this can help with Newington's grand list.

**XI. EXECUTIVE SESSION**

The Board moved this agenda item to earlier in the meeting.

**XII. ADJOURNMENT**

**MOTION: Paul Crosswaith made a motion to adjourn, Kris Nasinnyk seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:40 PM with a 13-0 vote.**