

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MAY 12, 2014**

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

Dennis Doyle, Tony Palermino

STAFF

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

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

FRIENDS ABSENT

Philip DesJardins

GUEST

Mayor Steve Woods (arrived at 8:10 PM)

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:02 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel stated that he had no report, but would make some comments when the Mayor was in attendance later in the evening. Clarke Castelle was not present as he was at another meeting.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy apologized to LeeAnn for not sending her a card, and the Board offered LeeAnn their condolences. Judy sent out a packet of information to four members of the Legacy Society and one was returned to her as undeliverable. She read a note told that she had received from Tony Palermino saying that he was happy to see she was well and recovering, and to let her know

that effective immediately (date of note was April 9, 2014) he was resigning from the Library Board of Trustees. The Board discussed recognizing Tony at the September Annual Meeting for all of his years on the Board of Trustees. Maureen suggested that the Board send a card to Dennis Doyle's wife Suzane who is ill.

IV. APPROVAL OF MINUTES

MOTION: Pam Raynock made a motion to accept the minutes of April 7, 2014, Iris Larsson seconded the motion, all were in favor, and the motion to accept the minutes of April 7, 2014 was approved with a 12-0 vote; Patty Foley abstained as she was not in attendance at the April meeting.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

May's update includes the 5K Race scheduled for Sunday, May 18th, and a form for the Board to complete with regard to committee assignments – Maureen will discuss that further later under Nominating Committee. Anna asked the Board for a show of hands as to who will be volunteering at the 5K Race on Sunday.

VI. TREASURER'S REPORT

Iris reported she has been receiving checks for the 5K Race, and for the 750 Club. With regard to a memorial donation for LeeAnn's mother, the donation is to whatever the family's wishes are. **MOTION: Judy Igielski made a motion to donate \$50 to the Connecticut Humane Society and \$50 to the Newington Volunteer Ambulance in memory of LeeAnn's mother, Pam Raynock seconded the motion, all were in favor, and the motion passed with a 12-0 vote.** Lynn Caley has been sending thank you letters to 750 Club donors and so far \$1,290 has been received.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that the RFP for the RFID will go out on Tuesday and will close on June 5th. The migration for the new software is scheduled for June 2nd. Throughout April and May staff has been receiving training on this new software. Lisa served on the interview panel for the new Wethersfield Library Director. The Summer Reading kickoff will take place on June 14th from 10:00 AM to 12:00 Noon; the Board of Trustees will have a table at the kick-off to promote the 75th Anniversary. In personnel, Alissa LaCrosse has been hired as the new part time teen librarian, and interviews for the part time reference technical position will take place soon. The Volunteer Breakfast was held and over 30 volunteers were in attendance; the breakfast had a 1939 theme. Newington will hold a One Book Newington Reads series and the book will be *Defending Jacob* by William Landay. There will be a series of book discussions, and a CSI program for adults.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen stated that she had nothing to report, other than she survived the week that Lisa was on vacation!

IX. FRIENDS OF THE LIBRARY

Phil DesJardins was not in attendance. The Friends Annual Meeting is June 11th. The Book Sale was successful and grossed over \$13,000.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Judy asked the PEP Committee to schedule a meeting, and to review the committee descriptions that have been given to Kris. There was also discussion about filling the corporate position due to Tony's resignation.

B. Investment Committee

1. Results of Investment Meeting on April 23, 2014

Neil reported that the Investment Committee met with Carol Pekrul on April 23rd and for the first quarter Oakmark is up just about 1% and Vanguard funds are up 1%. There has been a \$5,000 bequest to the Library and that will be added to the Oakmark 1 fund.

C. House Committee

1. House Committee Update

Diane reported that there has finally been some progress with the Lienhard Room. Lisa, Lynn, and Karen met with Red Thread and have been able to cut the cost by having most of the work done at a cost not to exceed \$30,000. This work includes new furniture, movable chairs and table, window, painting, a new cabinet, new lighting, sound proofing, and stacking chairs. **MOTION: Patty Foley made a motion to accept the House Committee's proposed plan for the renovation of the Lienhard Room at a cost not to exceed \$30,000, Neil Ryan seconded the motion, all were in favor, and the motion was passed with a 13-0 vote.**

D. Facility and Site

1. Long Range Plan Update

Maureen reported that she met with Tony with regard to the Long Range Plan and specifically on the parts of the Library's Plan and the Board's Plan. She will have a document prepared for the Board's review at the June meeting.

E. Fund Development/Legacy Society

1. Legacy Society Program on Estate Planning – April 16th

Pauline reported that the Johnson Brunetti program had a good portion of the Board in attendance and not too many other people, however there was a lot of interesting information presented.

F. Budget

There was no report.

G. Technology

Paul had no report.

H. Nominating Committee

Tony was the Chair of the Nominating Committee; Maureen will now take over. The Nominating Committee is made up of past and present presidents. Maureen distributed forms for the Board to complete asking for any corporate member who is interested in serving as an officer to check that off, along with asking the Board to select three preferences for committee assignments.

XI. OLD BUSINESSA. Race 2014 – May 18th

The Committee met this evening, and the 5K Race is scheduled for Sunday, May 18th.

B. 75th Anniversary Update

At the April meeting a motion was made to allocate \$1,300 for give-a-ways, and \$1,500 for the author. Maureen reported that she neglected to ask for a motion to allocate money for the banner. **MOTION: Patty Foley made a motion to allocate up to \$400 for the 75th Anniversary Banner, Pam Raynock seconded the motion, all were in favor, and the motion passed with a 13-0 vote.**

C. Town Hall Renovations Project Building Meetings

This will be discussed under Executive Session.

XII. NEW BUSINESSA. Memorial Day Parade – Saturday, May 14th

Lisa stated that staff will march at the Memorial Day Parade and promote the Summer Reading Program.

B. Summer Reading Kick-off – Saturday, June 14th

This was discussed earlier.

The Spring 2015 Hanel Concert was to feature the Jimmy Green Quartet, however they are not available. Cynthia Wolcott suggested a Latin Jazz combo called Ed Fast and Congo Bop who are from the Hartt School of Music. This Hanel Concert will take place on September 28th.

MOTION: Kris Nasinnyk made a motion to allocate \$2,000 for the entertainment for the Hanel Concert, Patty Foley seconded the motion, all were in favor, and the motion was passed with a 13-0 vote.

XII. PUBLIC PARTICIPATION

There was no Public Participation.

MOTION: Pam Raynock made a motion to go into Executive Session, Kris Nasinnyk seconded the motion, all were in favor, and the motion to go into Executive Session was passed unanimously with a 13-0 vote at 7:40 PM.

MOTION: LeeAnn Manke made a motion to end Executive Session, Neil Ryan seconded the motion, all were in favor, and the motion to end Executive Session was passed unanimously with a 13-0 vote at 8:10 PM.

Mayor Woods was in attendance to discuss the Town Hall Renovations Building Project. He had an architectural rendering of this project which showed the Library's expansion into part of the Library-owned property, and the rest of the Library-owned property showing a new parking area. This renovation building project has Parks and Recreation moving to a newly built stand-only site on Willard Avenue, and renovations to the Town Hall building with rearranging of Town Hall offices, and parking area. This project would go to referendum in September. The Town Council will be hearing the first of three presentations and background at their meeting scheduled for Tuesday, May 13th. The Mayor spoke about one of the renovation projects including straightening out Garfield Street and having a new entrance to the Town Hall. The Mayor also stated that the CL&P transfer station will be removed and 22 parking spaces will be added in that area.

David Nagel commented that \$650,000 has already been approved that is not part of the Town Hall renovation.

The Mayor and the Board of Trustees continued their discussion and indicated that should this project be accepted as presented, a formal agreement/long term lease for the Library's land would need to be made between the Town Attorney and the Board of Trustees' lawyer. The need for parking spaces for both the Town Hall and the Library is well known. Iris asked for the exact dimensions of the proposed parking area on the Library's property. She also asked the differences in spaces with the parking area on the Library's property or straightening Garfield Street; Mayor Woods answered 125 for the proposed parking area, and 88 for the straightening of Garfield Street. Diane commented that once this project has been approved, paving would need to be started before the end of the paving season which is usually by Thanksgiving.

The Board thanked Mayor Woods for his presentation and said they had to review all of the information received this evening. There was a suggestion that the Board would hold a special meeting since they are not scheduled to meet again until June 4th.

XIII. ADJOURNMENT

MOTION: LeeAnn Manke made a motion to adjourn the meeting, Pam Raynock seconded the motion, all were in favor, and the motion passed unanimously with a 132-0 vote at 9:08 PM.