

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF DIRECTORS MEETING  
DECEMBER 12, 2011**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke (arrived at 7:12 PM), Maureen O'Connor Lyons, Tony Palermino, Eric Rothausser (left at 7:55 PM), Diane Stamm, Neil Ryan (arrived at 7:11 PM), Sue Wright

**BOARD MEMBERS ABSENT**

Trudie Walker

**STAFF**

Donna Miller, Library Director  
Lisa Masten, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS**

Clark Castelle  
David Nagel

**FRIENDS**

Natalie Harbeson

**PUBLIC**

Kris Nasinnyk

**CALL TO ORDER**

The meeting was called to order by Anna Eddy at 7:03 PM. Anna welcomed Town Council Liaison Clark Castelle and asked him to tell the Board about himself. Clark responded that he was on the Board of Education for two years, and now as a member of the Town Council, he serves as liaison to the Library Board and the Board of Education. He stated he is a strong supporter of the Library. Anna welcomed back David Nagel, and acknowledged Kris Nasinnyk as a member of the public.

**I. ROLL CALL**

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

Judy reported that she received a letter from the Friends thanking the Board for all of their support during their 50<sup>th</sup> Anniversary year-long celebration. The Friends also thanked the Board for their donation to their auction. Judy also reported that Trudie is doing well after her surgery; Trudie told Judy that she appreciates the warm wishes and to feel free to send a card or call, but no gifts are necessary.

**MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of November 14, 2011, Diane Stamm seconded the motion, and**

**the motion to accept the minutes of the regular monthly meeting of November 14, 2011 was unanimously approved with an 11-0 vote.**

### **III. PUBLIC PARTICIPATION**

Kris Nasinnyk indicated that she was there as a member of the public, and was looking forward to being appointed to the Library Board at the Town Council meeting scheduled for Tuesday, December 13<sup>th</sup>.

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

Iris reported that a \$1,000 donation was made to the Legacy Society. Donna read a note from the family of Lorraine and Bill Meade who donated this \$1,000 check in their memory.

Anna asked to make a few comments since she was not in attendance at the last couple of meetings. She first indicated to the Board that the Friends will be sending out their yearly membership renewal notices and all Board members should be a member of the Friends group. She then commented that she was very impressed that the Friends have allocated \$80,000 of their budget to the building expansion fund. She indicated that she and Eric took Donna out to lunch last week to ask her how her first six months have gone, and Donna responded that all was going great. Anna stated that she will not be in attendance at the September 2012 meeting; this is also the Annual Meeting. The Board will review dates and possibly change the September meeting date; this will be discussed in January. The Town Council meeting scheduled for December 13<sup>th</sup> has Board and Commission appointments on their agenda; Anna asked if a Board member could attend the Town Council meeting to support the new appointee and recognize the Board members who will be reappointed. She also questioned term expirations, specifically the corporate members.

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

Donna welcomed Clark and Kris. At the end of November, Clark came into the Library and Donna gave him a tour, along with a packet of information. Additionally, Mayor Steve Woods was given a tour and orientation of the Library. Donna attended a meeting today with the Mayor, Town Manager, and Department Heads. Eric's wife brought in Cub Scout Troop 347 for a tour of the Library. This particular troop began 58 years ago and they were shown newspapers from then. At the end of the tour the scouts were given a Library water bottle. On Wednesday evening a First Grade Cub Scout Troop will come in for a tour and then will work on a project in the Children's Room.

Five Library staff members attended "boot camp" on E-books. Donna was really proud of her staff and what they accomplished in this boot camp.

Donna attended her second Friends Book Sale and was extremely impressed with the coordination of this event and how hard all the volunteers work.

She told a story about a gentleman named Harold Kromack who contacted her to let her know how impressed he was with the customer service in the Library. He doesn't have a computer or the Internet, so he came into the Library for help. He commended the great reference team, specifically Diane Durette and Bailey Ortiz, and all the assistance they gave him while he was doing some medical research.

Bailey and Karen Brenner, the Teen Librarians, are part of a new Newington High School team for the Nutmeg Book Awards. They will also be working with the 7<sup>th</sup> and 8<sup>th</sup> graders for the next two years on this project.

## **VI. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Lisa reported that Tech Nights were held on Mondays in November and they were very successful. The first Tech Night was scheduled for November 7<sup>th</sup> and that had to be cancelled due to the power outage; it has been rescheduled for February and vendors from PC Richard and Best Buy will be in attendance to talk about E-books. She reported further on the boot camp that staff attended to learn about E-books. The Library has many E-books available for distribution; many patrons are not aware of this. She indicated that with some of the grant money that remains, she is in the process of purchasing two more laptops. The electronic sign for the lobby should be up in a few weeks and will feature a PowerPoint presentation of Library events.

## **VII. FRIENDS OF THE LIBRARY**

Natalie reported that the book sale raised \$13,500. The next book sale is scheduled for May. She stated that Christy McDonald has resigned as the Friends vice-president and from the advisory board. Natalie indicated this is her last year as Friends president, so the vice-president position needs to be filled in order to then fill the presidency position. The Friends will hold another Wine and Cheese Social on January 27, 2012 and the high school's jazz combo and string quartet will entertain. She asked the Board for permission to place signage on the fence advertising the Wine and Cheese Social. The Board discussed this and stated that placing of any signage on the fence would be for in-house events only, such as the book sale, the Wine and Cheese Social, and the 5K Race.

Natalie mentioned that she received an email asking about donations to the Library. She responded that donations should be made to the Legacy Society. The Board commented that any amount is accepted for the Legacy Society.

## **VIII. COMMITTEE REPORTS**

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

Trudie was not in attendance. Judy stated that Trudie reported to her that there should be a review of the ByLaws. As a new Board appointee, Kris will serve on the PEP Committee.

1. Council Liaison to the Board – Clark Castelle (D)
2. Seat open on Board, term expires 11/15, Town (formerly Alan Nafis)
3. Member term expirations on 11/11: Leann Manke (Town), Neil Ryan (Town)

All above items were discussed earlier.

B. Investment Committee

Neil reported that the 4<sup>th</sup> quarter Oakmark and Vanguard statements will be available in January. He will contact Carol Pekrul to schedule a meeting for January to discuss investments.

C. House Committee

1. CIP Request, Library roof and skylight

Diane reported that during the walk-through the leaks in the atrium were looked at. The Town did some minor repairs, however the issue remains and the computers need to be covered or moved when there is heavy rain. Diane will email the CIP requests to the House Committee members and she would like some feedback prior to meeting in January.

Donna spoke with Bob Korpak about a generator for the Library. He indicated that a generator would have to be run every week for two hours to keep it maintained. The Town Hall, Newington High School, Police Department, and Senior and Disabled Center all have a gas generator. The purchase of a generator can be considered as part of the building expansion. There was also a question as to what the generator would be used for at the Library since the Library could only be used as a day shelter. When Donna recently attended a meeting with 27 other libraries, she was told that only two libraries, Canton and Windsor, have generators.

D. Facility and Site

1. Post Storm Alfred cleanup

Anna questioned comments made in the minutes about combining the House and Facility and Site Committees. Maureen explained that there is some overlap with the House Committee, and that the Facility and Site Committee could place their focus on the building lots and expansion projects. As for the storm related issues; there was no major damage and the Town cleaned up any debris.

E. Fund Development

Pauline reported that she will be meeting on January 3<sup>rd</sup> with Anna and the rest of the committee to review the brochures and update any materials.

Donna stated that when she gave a tour to members of the Newington High School Alumni Class of 1961, she put in a plug for the Legacy Society.

F. Technology

Paul reported that there is no progress at this time. He has perused the existing technology plans. Donna commented that Lisa is working on an inventory of all the Library's computers and equipment.

## G. Budget

### 1. Report on budget committee meeting and budget request for FY 2012-13

Eric reported that the Budget Committee of Donna, Lisa, Paul, Anna, and himself met this evening. The Town Manager has once again asked Departments to come into the budget process with a 0% increase. Business Manager, Lynn Caley, created a spread sheet that shows comparisons on account line items. The Library's \$1.6 Million budget consists of \$343,000 for the collection and the rest is salaries that cannot be touched due to union contracts; salaries would have a .39% increase. Bob Korpak has submitted two separate CIP requests for library skylight and roof repairs-one an individual request, the other as a "bundled" request including the Library, Town Hall and the Senior & Disabled Center. Also a CIP request has been submitted for an upgrade to an RFID security system; the Library's current security system is 23 years old. The RFID system would include inventory control, and the check-in/check-out process.

Eric then reported on the 5K Race. The first meeting of the Race Committee, which includes all Board members, is scheduled for 6:30 PM on January 9<sup>th</sup> just before the Board meeting. From all indications, it doesn't look like the Giantonio Family will be coming back as the main sponsor. Keeney Manufacturing is presently two years behind in paying their sponsorship fee. Anna encouraged Board members to seek out other sponsors. Maureen stated that Keeney Manufacturing shouldn't even be approached since they are two years behind in their sponsorship fee.

## IX. OLD BUSINESS

### A. Circulation Desk Area Reconfiguration

Donna reported that this has been held up due to the fact that the locking closet for the laptop charging cart has not been built in the Community Room where the piano was housed. The Town has a subcontractor for this project, and she hopes that this will be finished soon.

### B. ACLB Membership

Donna reported that the Library's ACLB Membership was discussed at the November meeting. When she, Paul, Eric, and Natalie attended the conference they were informed that Newington was not a member. The membership cost is \$100. **MOTION: LeeAnn Manke made a motion to purchase the ACLB Membership at a cost of \$100, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion was passed unanimously with a 12-0 vote.** With this membership, the Board and staff would be able to attend ACLB meetings, conferences, and events at the membership price.

## X. NEW BUSINESS

### A. Long Range Strategic Plan Consultant

Donna updated the Board from their discussion on this issue at the November meeting. She spoke with Simone Joyeaux who prepared the original Long Range Strategic Plan and who would be interested in working on an update. Simone would update the plan, do a public survey, and hold focus groups. This could be a one year process. Donna did speak with Jeff Baron to ask if an RFP would have to be sent out. His response was that as long as payment for this consultant was coming from the Library Board there was no need for any competitive proposals, however he did suggest the Library Board formally waive the RFP process at their meeting if they intend to do this.

The Board discussed the Long Range Plan. Diane commented that it wouldn't hurt to do a little research/due diligence by asking other consultants what their fee would be for this type of process. The Library Board would at least have some type of fee structure for comparison purposes. Dennis asked what is the realistic time period for the expansion and is it too early to work on this Long Range plan. Maureen asked if the Town has a five year plan.

Donna stated that when she met with the Town Manager and Mayor there were discussions about a campus-wide plan which would include the Town Hall, Senior & Disabled Center, Library, moving the bus garage, etc. The Board discussed this and felt that since these Town plans were being considered, and the fact that there is a new Town Council, maybe the Library should wait and see where this might be headed.

Anna asked Donna to do some informal general pricing from consultants for the Long Range Plan and report back to the Board.

## **XI. PUBLIC PARTICIPATION**

There was no Public Participation.

## **XII. ADJOURNMENT**

**MOTION: LeeAnn Manke made a motion to adjourn, Diane Stamm seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 12-0 vote at 8:52 PM.**