

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2011**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Pauline Kruk, Alan Nafis, Maureen O'Connor Lyons, Eric Rothauser, Trudie Walker

BOARD MEMBERS ABSENT

Sue Halpin, Judy Igielski, Iris Larsson, LeeAnn Manke, Tony Palermino, Neil Ryan, Diane Stamm

STAFF

Lisa Masten, Interim Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISON

David Nagel

TOWN COUNCIL LIAISON ABSENT

Kris Nasinnyk

BOARD OF EDUCATION LIAISON ABSENT

Sharon Braverman

FRIENDS

Brian Wood

GUEST

Donna Miller

CALL TO ORDER

The meeting was called to order by Eric Rothauser at 7:02 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Anna Eddy stated that she had a change in the January minutes. Under Fund Development the sentence should read: Anna referred to an earlier recommendation of the Fund Development Committee that a member of the Fund Development Committee should attend and greet people at an event and explain the Legacy Fund; this recommendation was presented to the Board and approved at the Board's April 2010 meeting. **MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of January 10, 2011 as amended, Anna Eddy seconded the motion, and the motion to accept the minutes of the regular monthly meeting of January 10, 2011 as amended was approved with a 7-0 vote; Eric Rothauser abstained because he was not in attendance at that meeting.**

MOTION: Paul Crosswaith made a motion to accept the minutes from the Special Meeting held on January 31, 2011, Anna Eddy seconded the motion; the six Board

members present voted to accept, however Maureen O'Connor Lyons and Pauline Kruk abstained as they were not in attendance at the Special meeting. The vote to accept the minutes of the Special Meeting of January 31, 2011 could not be approved as there not enough Board members present to vote; therefore this vote will be tabled to the March meeting.

III. PUBLIC PARTICIPATION

Eric welcomed Donna Miller to this evening's meeting. He also acknowledged David Nagel's presence. Those in attendance went around the room and introduced themselves to Donna Miller.

IV. TREASURER'S REPORT

Iris was not in attendance. Eric indicated he has been in charge of the check book during Iris' absence and all deposits have been made. Many memorial fund contributions have been made in memory of Peg Counihan and Lois Wankerl.

V. ACTING LIBRARY DIRECTOR'S REPORT

Lisa reported that statistics have gone down due to the winter weather. There has been an increase in phone references, email references, and on-line use. Additionally, the weather has affected attendance at programs. The "Love Your Library" winter reading program will end February 25th. Adult sign-ups were 170; children sign-ups were 305.

The Library's budget was submitted to the Town Manager on January 18th with a 0% increase.

The HVAC project is underway and two new units were installed on the roof on January 17th. The workers had to shovel off the roof to install these units. One unit is operational; the boiler has to be shut down in order to connect the other unit so this will wait until the spring. These units will be controlled via computers and will be monitored from the Town Hall.

Lisa and Shirlee-Ann Kober attended the State of the Town on February 10th.

In personnel, Kristina Sutay was hired as a part-time Circulation library technician replacing Heather Hamilton. Joanne Cocolla was hired for the full time position in the children's room and began her new position on February 7th; her part time position will now be open.

Eric expressed his appreciation to Lisa throughout the long process of hiring a Library Director. The Board agreed and thanked Lisa for her patience throughout this process.

VI. FRIENDS OF THE LIBRARY

Brian Wood reported that the Friends Wine and Cheese Social was well attended; 114 tickets were sold. The Friends plan on repeating this event in coming years. The Friends are sponsoring a New York City bus trip on April 16th at a cost of \$38. The spring book sale is scheduled for April 29th, 30th, and May 1st. There have been some leaks in the storage container, however only empty cardboard boxes were damaged, no books.

VII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie was in attendance, but deferred to Pauline who stated she had no report.

B. Investment Committee

Neil was not in attendance. Eric commented that Neil will be contacting Carol Pekrul to schedule a future meeting, along with members of the Investment Committee.

C. House Committee

Diane was not in attendance. Eric stated that Diane indicated to him that she had nothing new to report.

D. Facility and Site

Maureen stated she had nothing to report; however Alan will contact the Engineering Department to discuss the proposed parking plan.

E. Fund Development

LeeAnn was not in attendance.

F. Budget

1. Budget Update

Alan read a memorandum from the Town Manager asking the Library to cut \$36,344 from the budget due to possible cuts from the Governor's upcoming budget. Alan, Lisa, and Lynn met this evening to come up with areas to cut. Possibilities are closing on Thursday evenings which would save \$27,000, closing on Sundays which would save \$22,000, closing on summer Saturdays which would save \$7,500, cutting 1.7% from the materials budget, and cutting postage in half. There was discussion on how some salary money for the Library Director position and the Children's Librarian position has not been used over the last few months. Closing on summer Saturdays and/or Sunday closing will cause substitutes to be let go; some of whom have been employed at the Library for over 12 years. A recommendation will be sent to the Town Manager to close Sundays, summer Saturdays, cut 1.7% from the material budget, and cut postage. The Town Council will hear the Library's budget presentation on March 8th.

VIII. OLD BUSINESS

A. Library Road Race

The Race Committee met this evening. Kevin Mason will be applying for recertification for the 5K Race which has a \$125 fee. Dennis asked the Board to once again solicit prizes for the

race and distributed last year's list. In past years the Board of Trustees has donated \$100 to this event. Sponsorship letters have also been sent out.

B. Hanel Event

The Hot Cat Jazz Band will perform on Sunday, March 27th at 2:00 PM. This event will be held in the Town Council Chambers. Board members are asked to be in attendance to hand out information and provide crowd control. The Friends will sell refreshments.

C. Library Director Appointment

Donna Miller was in attendance this evening. She said she is very excited to begin her new position on April 4th.

D. Staff Appreciation Event

Anna indicated that she has done some further research on possible locations for this event. There was discussion on using the Governor's mansion, however in the past events at the Governor's mansion were only held on Tuesday evenings and the Staff Appreciation event is held on a Friday evening. She will continue to look into this. The other possible location was the Connecticut Science Center. Lisa indicated that staff has mentioned they do not want to drive into Hartford on a Friday evening at 5:00 PM. Anna suggested that each Board member offer to drive members of the staff. She will continue to find out more information for this event.

IX. NEW BUSINESS

A. E-Reader

The Board members had information in their packet about the popularity of e-Readers; over one million e-Readers were sold during the holiday season. The Library has information on the website about how to download books onto e-Readers through a subscription called Overdrive. There are also some websites where books can be downloaded at no charge. Another additional subscription called Overdrive Advantage can be used to download books; however this is for Newington residents only.

X. PUBLIC PARTICIPATION

There was no Public Participation.

XI. ADJOURNMENT

MOTION: Dennis Doyle made a motion to adjourn, Trudie Walker seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with an 8-0 vote at 7:59 PM.