

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2012**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Judy Igielski, Maureen O'Connor Lyons, Kris Nasinnyk, Tony Palermino, Eric Rothausser (left at 8:10 PM), Diane Stamm

BOARD MEMBERS ABSENT

Dennis Doyle, Pauline Kruk, Iris Larsson, LeeAnn Manke, Neil Ryan, Trudie Walker, Sue Wright

STAFF

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

TOWN COUNCIL LIAISON

David Nagel

TOWN COUNCIL LIAISON ABSENT

Clarke Castelle

FRIENDS

Mary Wood

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:01 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy stated she had no report.

Kris commented that on page five of the January minutes it stated that Eric, Diane, and Anna all came on the Board in 2013; that should be changed to Eric and Anna came on the Board in October of 2004, and Diane came on the Board in March of 2007.

MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of January 9, 2012 as amended, Kris Nasinnyk seconded the motion, and the motion to accept the minutes of the regular monthly meeting of January 9, 2012 as amended was unanimously approved with an 8-0 vote.

III. PUBLIC PARTICIPATION

David Nagel commented that the Library's budget will be heard on March 15th. The Town Council held a retreat a couple of weeks ago where they discussed bonding issues, revaluations, and the Governor's flat budget; State representatives indicated that there would be no increases in state funding.

IV. **TREASURER'S REPORT**

Iris was not in attendance.

V. **LIBRARY DIRECTOR'S REPORT**

Donna reported that the Town Manager invited Town Department Heads to attend the Town Council's retreat which she did. She reported that Ann Harter of the Finance Department gave an overview of the budget which was very educational; the Newington Police Department spoke about public safety and "behind-the-scenes" activities at the Department; Economic Development was discussed; and Paul Boutot of the IT Department spoke about paperless meetings. The Enfield Town Council all use iPads instead of paper documents.

Donna thanked the Board for allowing her to attend the Connecticut Association of Nonprofits workshop on Influential Communications. She met a representative from KJR Consulting who discussed the Myers-Briggs profiles, and his firm may be one to send the RFP for updating the long range strategic plan to.

Donna served on the Newington Schools' Comprehensive Technology Plan Committee which consisted of a team of 19 teachers and Donna.

Donna attended the Newington Amateur Radio League meeting where she was presented with an award for the library partnering with them in serving the community. The Radio League donated 11 books on ham radios, mostly manuals and handbooks to update the library's collection.

Donna gave Kris Nasinnyk a "behind-the-scenes" tour of the Library and orientation; Kris was also given a copy of the policies notebook to review.

In staff news: Children's Librarian Pat Pierce attended the ALA Conference in Dallas, Texas, and Shirlee-Ann Kober attended the monthly meeting of the Newington Chamber of Commerce.

The Library is offering tax materials and these are on a table in the magazine/newspaper room.

A fundraiser will take place at the Ruby Tuesday restaurant on April 10, 11, and 12. During lunch and dinner at Ruby Tuesdays a patron with a flyer will show it to their waitperson and monies raised will go towards purchasing a SmartBoard or technology for the Children's Program Room.

Maureen asked Donna to provide comparison statistics in her report for this year and last year.

In Library press news: Korky Vann from the Hartford Courant had an article about obtaining DVDs from the Library. In the Newington Town Crier there were pictures and an article on "Take Your Child to the Library Day" and "Tales for Tails."

The Library will terminate the pay for print system with Continental Copy products on February 28th. They will purchase coin operated copies.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa continued to speak on the pay for print system. Equipment has been ordered and should be in next week. The new copiers will also have color printing and scanning capabilities. Patrons will be able to reserve specific time for computer use with the new CASSIE PC Reservation System.

On February 1st through 9th two classes were held on Nooks and Kindles. There were 25 people in attendance for the Nook class, and 65 people in attendance for the Kindle class. There will be refresher classes in April. On February 28th representatives from Best Buy and Barnes & Noble will hold an E-reader Tech Night.

There are six major publishers who are not selling to the Overdrive system where people can download E-books, which is making it difficult to get bestsellers through Overdrive. Amazon's audio books are downloaded through a company called Brilliance and they are pulling out of Amazon.

The Winter Reading Program for adults began January 13th with 391 registrants; a 25% increase from last year. The program for children began January 14th with 195 registrants. The finales for these two programs will be held on February 24th.

VII. FRIENDS OF THE LIBRARY

Mary Woods reported that the Wine & Cheese Social held on January 27th had 137 people in attendance and they grossed \$1,910. The bakeless bake sale taking place now through April 5th has raised \$863; two people donated \$100 each. On April 22nd the Friends will hold an Open House from 2:00 to 4:00 PM to recruit some active volunteers and potential board members. The Friends will be at the Newington Chamber of Commerce Home and Business Showcase on March 10th. Eric is reviewing the Friends' By-Laws.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie was not in attendance. Judy reported that the Committee met at Trudie's house and discussed the By-Laws and Policies and reviewed the policy booklet. The last time this was revised was in March 2004. Wording needs to be changed from Library Directors to Trustees throughout these documents for consistency; the Town Charter also says "Directors." The Committee will meet again in March.

B. Investment Committee

Neil was not in attendance.

C. House Committee

Diane reported that the Committee met last month and items that were noted during the walk-through such as painting the trim and windows were discussed. Bob Korpak from the Facilities Department will be contacted to obtain a list of contractors to do this work. Lynn found the perfect ABC rug for the Children's Room. The luminescent signs have been

purchased and installed. This could not be done in the hallway, therefore flashlights and/or glowsticks will be made available for this area. The Board approved \$1,500 last month for specific items; Diane asked if some of this money could also be used to purchase a round table and arm chair covers for the teen area, along with the curtains for the Children's Room.

The Board indicated Diane could use the approved money as necessary. During Donna's behind-the-scenes tour with Kris, a room was found behind a small door at the end of the second floor hallway. This was last used as a former Director's office in 1987 before the library expansion at that time. It was closed up during the expansion, possibly for fire code reasons. This could be used as a storage area for the Children's Program Room chairs, tables, and toys which are presently housed in the hallway, creating a fire exit hazard. A fire-rated door needs to be installed for this room. There is a built-in cabinet in the Children's Program Room that houses memorabilia; these items will be placed somewhere else so this built-in cabinet can be used for materials more appropriate for the Children's Program Room.

D. Facility and Site

Maureen stated she had no report.

E. Technology

Paul stated he had no report. The Committee is reviewing the plans that have been collected from various places.

F. Fund Development

Pauline was not in attendance. A business breakfast will be held on February 14th and 16 people have registered. Anna showed the Board bookmarks that were made out and will be distributed. Representatives from the Newington Memorial Funeral Home are unable to attend this breakfast so Anna will go there for a presentation.

G. Budget

Eric reported that budget meeting with the Town Manager is scheduled for March 15th.

H. Race

Eric reported that the Race meeting was held this evening and things are moving along. Kevin stated that there are now 20 races on that same day; however the Library's race has increased their registrants over the years. Sponsors are still needed; this will be discussed at the business breakfast.

IX. OLD BUSINESS

A. Palermino Scholarship

Michele Royer, a recipient of the Palermino Scholarship for the last couple of years, received her Masters' Degree in Library Science in December. Lisa Masten and Sue Schneider will put in an application for the scholarship in order to attend a Computers in Libraries conference

in March in Washington, DC. Additionally, Sandra DiCicco has put in an application for this scholarship.

B. Long Range Plan

An update is “on the back burner” for now until the Town starts discussions on the “Campus Plan for Town Hall and Library expansion and renovation.”

C. Hanel Concert, Sunday, April 15, 2012 – 2:00–4:00 PM

This event will be held at the Town Council Chambers.

National Library week is April 8th through 14th. At a Program Planning Meeting, staff had an idea to place a box for patrons to write about what they like best at the Library. Patrons could win a basket for placing their comments in the box. The main prize would be a Kindle, and a gift card to Amazon, or a Nook. Donna asked if the Board would be willing to donate an item for the raffle basket. **MOTION: Judy Igielski made a motion to allocate up to \$200 to purchase a Nook and a gift card for this event, Paul Crosswaith seconded the motion, all were in favor, and the motion passed unanimously with a 7-0 vote.**

X. NEW BUSINESS

A. Volunteer Breakfast, Thursday, April 19, 2012 – 8:30 AM

The annual Volunteer Breakfast is scheduled for Thursday, April 19th at 8:30 AM and will have a disco theme. All Board members are invited.

B. Business Breakfast, Tuesday, February 14, 2012 – 8:00 AM

The Business Breakfast is scheduled for Tuesday, February 14th at 8:00 AM. After this breakfast, those interested will be able to have a “behind-the-scenes” tour of the Library.

C. Staff Retirement – Ruth Block – June 4, 2012

Ruth Block will be retiring on June 4, 2012. A public get-together will be held on Friday, June 1st from 3:00 to 5:00 PM in the Community Room. All Board members are invited. Staff will have a retirement party for Ruth from 5:00 to 7:00 PM.

There was discussion on holding a staff retreat since there are so many new staff members.

There was an article in the I-Towns section of the Hartford Courant asking people to submit stories for a collection about the place libraries have in people’s lives.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Diane Stamm made a motion to adjourn, Judy Igielski seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 7-0 vote at 8:32 PM.