

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
JUNE 11, 2012**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Iris Larsson, Kris Nassinyk (arrived at 7:58 PM), Maureen O'Connor Lyons, Tony Palermino (arrived at 7:16 PM), Eric Rothauser, Neil Ryan (arrived at 7:04 PM), Diane Stamm, Trudie Walker, Sue Wright

BOARD MEMBERS ABSENT

Anna Eddy, Judy Igielski, Pauline Kruk, LeeAnn Manke

STAFF

Donna Miller, Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Lisa Masten, Assistant Library Director

TOWN COUNCIL LIAISON

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

FRIENDS

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:02 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of May 14, 2012, Eric Rothauser seconded the motion, and the motion to accept the minutes of the regular monthly meeting of May 14, 2012 was unanimously approved with an 8-0 vote.

Judy was not in attendance. There was mention of Patty Foley's father passing away and sending a donation. **MOTION: Dennis Doyle made a motion to make a donation of \$100 in memory of Patty Foley's father, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion passed unanimously with a 9-0 vote.**

III. PUBLIC PARTICIPATION

David Nagel commented that the Town Council members have all been given iPads in order to cut down on paper costs; all minutes and notes are sent to the councilors on the iPads.

IV. **TREASURER'S REPORT**

Iris reported that she has not received Keeney's sponsorship money for the 5K Race, but at this time income seems to be in excess of \$10,000 for the race. She also indicated that she checked her mailbox prior to this evening's meeting and left a check for the work done by Home Depot.

V. **LIBRARY DIRECTOR'S REPORT**

Donna reported that the party held for Ruth Block on June 4th was very nice and Ruth was very appreciative. Ruth received a Town Clock from the Town Manager during the afternoon celebration, and Diane Stamm and Judy Igielski said a few words on behalf of the Board at the afternoon and evening celebrations. Ruth's Library I position was posted internally for Town Union employees and there were no applicants; however when it was opened to Library staff there were four people who applied. An outside panel consisting of librarians from Cheshire, Glastonbury, and Rocky Hill held interviews on June 8th and the applicants worked at the circulation desk for a few hours. One applicant withdrew her name after working the circulation desk. A second round of interviews with Donna, Lisa, and Jeanette will be held on June 18th.

Donna and Shirley-Ann Kober attended the Chamber's Annual Dinner on May 31st. Shirlee-Ann was mentioned at this dinner as the long-time library liaison on the Chamber Board.

The Library hosted two breakfasts: on May 16th the Chamber's 7AM Network held their meeting at the library featuring a presentation/demonstration on Linked In. On May 17th, the Chamber's Women's Networking Group held their monthly meeting and Donna gave a tour to those in attendance.

On June 8th three delegates from the Polish Culture Club of Greater Hartford visited the library and donated a book on Polish history, The Polish American Encyclopedia.

The Board commented on the monthly statistics that were part of Donna's report and were very impressed with these statistics.

Donna mentioned that Anna has been working on an October 8th staff retreat to be held at the Kellogg Eddy House. Joel Rissinger will be the facilitator. This staff retreat was suggested due to the frequent turnover in staff the last couple of years.

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

Lisa was not in attendance. Donna reported that the adult summer reading program held their sign-ups on June 6th with 284 people registering; to date 401 adults have registered. Weekly drawings for prizes will be held until the end of the program scheduled for August 17th. The all-ages registration will be held on June 16th from 10:00 AM to noon in conjunction with Parks & Recreation's Touch-A-Truck event.

On June 27th and 28th there will be a program on downloadable library books for iPad/iPhone/iPads for audio and e-books.

VII. **FRIENDS OF THE LIBRARY**

Natalie reported that nine members of the Friends 50th Anniversary Committee attended the Friends of Connecticut Libraries (FOCL) Annual Awards Luncheon on June 9th and received a special achievement award and a \$100 gift in honor of their banner 50th anniversary year. A teacup auction was also held that day and many of the Newington Library's Friends won!

The Friends have a bus trip to New York City scheduled for Saturday, June 23rd at a cost of \$41. The Friends will also be in attendance at the all-ages Summer Reading Kick-off on June 16th.

The Friends Annual Meeting is scheduled for June 13th and the guest speaker will be Nicholas F. Bellantoni, PhD, Connecticut State Archaeologist, Military Veteran Working at UCONN, CT State Museum of National History and Archaeology Center.

At the Friends Annual Meeting new officers will be inducted: President-Mary Wood; Vice-President-Phil DesJardins; Secretary-Terri Baganski; Treasurer-Brian Wood; Past President-Natalie Harbeson. Natalie thanked the Board for all of their support over her three year term as President of the Friends of the Library.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie reported that back in January there was discussion on the terms of the three corporate appointees and when they begin/began and will end. The PEP Committee suggested extending the terms. The Board discussed this issue further and it was decided that Eric will review the minutes and other pertinent documentation related to these terms before any vote.

B. Investment Committee

Neil reported that the Committee will meet with Carol Miller-Pekrul on June 20th at 6:30 PM to review the investments and discuss any changes.

C. House Committee

Diane reported that all projects are moving along: the hallway on the second floor is in the process of being cleaned out and moving items into the second floor storage room; the HVAC is being balanced; the money for the atrium repairs was approved and work should begin in July; the desk in the circulation area has been cut off and shelving for the DVDs has been ordered. Donna will be meeting with Town Facilities to see their plans for the atrium repair project. Dennis asked if it was possible to see how much money has been spent over the years repairing and fixing the atrium windows.

D. Facility and Site

Maureen stated she had no report.

E. Technology

Paul had a report from Lisa on technology: work is still being done on the two thermal printers and bar code scanners. Both the children's and adult departments will have a bar

code scanner at their CASSIE printer workstations. The Town IT staff is working on the wireless printing for laptop users.

F. Fund Development

Pauline was not in attendance. Maureen, Pauline, Neil, and Donna met on May 29th and compiled notes from previous meetings. The bookmark has been distributed at various functions and they will continue to do so. The Friends' newsletter has information on the Legacy Society whenever space in the newsletter is available. The brochure will be redesigned. Donna met with Alex from the Newington Memorial Funeral Home and donation envelopes will be made available there. It was suggested putting a bookmark in books that patrons check out. Donna is working on the RFP for the long range plan; she collected RFPs from various libraries and the town. Maureen commented that we are on the right track and the committee hasn't been idle. The wheels are turning on all ideas for the Legacy Society. Whenever anyone speaks of the Legacy Society, it should also be in concert with what the Friends do for the Library, and what the Board of Trustees responsibilities are.

G. Budget

Eric stated he had no report. June 30th is the end of the fiscal year.

IX. OLD BUSINESS

A. Library 5K Road Race – Eric Rothauser

Eric reported that the 5K Road Race was a stunning success with record registrants: 386. He thanked everybody who showed up and worked, and the sponsors, and the Friends supplying water, and particularly to Lisa for the incredible amount of work that she does. This is the 16th year for this event and Kevin Mason has been there throughout. It is now bigger than ever and there are never enough people to handle the traffic and registrations and water at the finish line and the results at the end of the race. There were some small issues: a 10 year old who registered that day did not have his age on his form and he won the fastest time for his age bracket; he will be awarded with a first place medal. Diane commented that year after year more people are needed to serve on the committee and be there the day of the event. This is a Board event and the only fundraiser that the Board is in charge of and all Board members should be in attendance to help out in any way that they are needed. Donna thanked Eric and Kevin and Ron Tramadeo and the Newington Amateur Radio League for all their assistance. Dennis suggested making a list of all assignments prior to the race and appointing people to each specific assignment.

B. Appoint Nominating Committee – Officers and Committee Appointments

The Board members were asked to give Diane their forms for committee assignments. The Nominating Committee consists of past presidents.

X. NEW BUSINESS

A. Board Annual Meeting, September 10, 2012

Diane asked the Board if someone would be willing to oversee the 6:00 PM Board dinner, and refreshments for the 7:00 PM Annual Meeting. Kris Nasinnyk indicated she would be willing to handle this and will speak with Pauline Kruk who handled this last year.

Donna asked the Board for honoree recommendations. These suggestions will be e-mailed to the Board over the summer. Judy has handled the gifts for honorees in the past and will be asked to do this once again.

Kris commented that she has received all but two committee descriptions: Fund Development and Technology. These committee descriptions will be part of the PEP book. She thanked those who have already given her this information on their specific committees.

XI. PUBLIC PARTICIPATION

Natalie commented that she was extremely surprised that a member of the Library Board had no idea who Ruth Block was. She suggested that pictures of the staff be made available to the Board so they know who they are.

XII. ADJOURNMENT

MOTION: Trudie Walker made a motion to adjourn, Kris Nasinnyk seconded the motion, and the motion to adjourn was unanimously approved at 8:55 PM with a 9-0 vote.