

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
MARCH 12, 2012**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Pauline Kruk, Iris Larsson, Maureen O'Connor Lyons, Kris Nasinnyk, Eric Rothausser (arrived at 7:27 PM), Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Judy Igielski, LeeAnn Manke, Tony Palermino, Neil Ryan, Sue Wright

STAFF

Donna Miller, Library Director

Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

David Nagel

FRIENDS

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:00 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy was not in attendance.

Anna commented that on page two of the February minutes it states that the fundraiser at Ruby Tuesday's will take place in April; it doesn't state specifically that this is a Friends' fundraiser.

MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of February 13, 2012 as amended, Diane Stamm seconded the motion, and the motion to accept the minutes of the regular monthly meeting of February 13, 2012 as amended was unanimously approved with a 9-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that Anna and Lynn did a good job while Iris was in Florida in handling the accounts.

Anna reported that she has spent hours working on a grant application from the Aetna Foundation to obtain grant money for the 5K Race; she needs a copy of the budget and asked Iris for this. Iris also stated that whenever she receives money for the 5K race she would like it to state what it is specifically for; a sponsorship, registration, etc. This will be helpful for her records.

V. LIBRARY DIRECTOR'S REPORT

Donna reported that she emailed her report to the Board members for their review prior to this evening's meeting. She commented that the last page of the report shows monthly statistics and comparisons from last year.

Donna worked at the Friends/Library booth at the Home and Business Showcase on Saturday, March 10th. She distributed many pamphlets to join the Friends. She spoke with David Johnson from GEICO and thanked him for his \$500 sponsorship of the 5K Race. Mr. Johnson attended the Business Breakfast on February 14th and was given the behind-the-scenes tour of the Library. Donna also spoke with Alex from the Newington Memorial Funeral Home regarding the Legacy Society. Anna, Eric, and Donna will meet with staff from the Newington Memorial Funeral Home regarding the Legacy Society.

Donna received an email today from the Chief of Police with regard to being cautious when opening mail. This is due to the incident that took place at Anna Reynolds School last week where an envelope with white powder was opened. The envelopes have a return address of Texas.

Donna has been working with Janice Newell on the reconfiguration of the circulation desk. Janice is obtaining quotes on wall shelving and DVD racks for the area where the quilt is presently hanging. The CCAR-bins have already been moved to the back room in an area housing a new copier, work station, and tables for the bins. Facilities has hired a contractor to install track lighting along the back wall area.

Donna distributed an article that was in the morning paper about the Prosser Library in Bloomfield reviewing their strategic plan. Donna has made note of the name of the company that the Prosser Library is using for this review to be added to the list of consultants to send RFPs to for Newington Library's strategic plan.

Donna distributed copies of recent newspapers articles and pictures featuring the Library in Newington Life, the iTowns section of the Hartford Courant, and Newington Town Crier.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Donna gave Lisa's report as Lisa was not in attendance and will be leaving on Tuesday to attend a conference in Washington, DC on Computers in Libraries. Sue Schneider is also attending this conference with Lisa. The new copiers with color printing and scanning capabilities, and printers were delivered on February 28th. The Town's IT Department is in the process of installing the software. Staff will be training for the next week on the new CASSIE PC reservation and printing system.

The Winter Reading Program for adults ended February 24th. There were 402 participants who read 2,740 books.

The new digital sign has been installed in the lobby with a PowerPoint presentation of Library events.

The E-Reader Tech Night held on February 28th had 64 people in attendance. Representatives from Best Buy and Barnes & Noble were part of this program.

Lisa has been the administrator for the Hartford Foundation for Public Giving grant for technology. This grant has been completed and all goals have been met. Items purchased from this grant include: six public use laptops; two staff laptops; a 55" screen television; wireless adaptors to allow laptop use on the large screen television; a computer presentation cart; two I-Pads; and payment for computer instructors to teach computer classes.

Donna commented that Lisa works really hard and is wonderful with technology.

Kris commented that she attended the Tech Night and indicated that the WiFi response was very slow throughout the presentation. Donna will check into this. Kris also asked if Ancestry.com can be accessed here. Donna said it can. Kris stated that this should be advertised.

VII. FRIENDS OF THE LIBRARY

Natalie Harbeson reported that she made a display board for the Home and Business Showcase outlining what the Friends Trustees do. This display can also be used at the Extravaganza. Anna commented that it should also be placed at the book sales. The Friends' fundraiser at Ruby Tuesday's is scheduled for April 10, 11, and 12, "Eat for Your Library" during National Library Week! This fundraiser will benefit the Children's Department. Ruby Tuesday's will give 20% of the proceeds to the Friends. 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 book sale is scheduled for May 4, 5, and 6. Diane suggested that the new digital sign in the lobby should ask for donations of gently used books. The Friends' Annual meeting is scheduled for June 13th. The guest speaker will be Nicholas F. Bellantoni, PhD, Connecticut State Archaeologist, Military Veteran Working at UCONN, CT State Museum of Natural History and Archaeology Center.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie reported that the PEP Committee will meet later this month to discuss changing the wording from Director to Trustee in all documentation.

B. Investment Committee

Neil was not in attendance. A meeting with Carol Pekrul has been scheduled for March 28th.

C. House Committee

Diane reported that the new table has been purchased from IKEA for the teen area, and fabric is being looked at for the worn armchairs. Lynn is working hard on obtaining quotes for the fire door for the room found at the end of the second floor hallway. The same people who built the closet in the community room would work on this project of a fire door and removable ramp.

MOTION: Diane Stamm made a motion to allocate up to \$3,500 for the fire door and removal ramp, Paul Crosswaith seconded the motion, all were in favor, and the motion passed unanimously with a 10- vote. Diane stated that the Facilities Department would pay for

the lighting for this room. Iris stated that the carpet in the area in front of the circulation desk looks worn. Diane commented that there are carpet squares that can replace worn carpeting, but the number of squares is low; she will find out how many squares are still available. Diane also suggested that the track lighting for the circulation desk use LED energy efficient lights and not spot lights as those can get very hot.

D. Facility and Site

Maureen reported now that Spring is here, she is going to look over the property and see what kind of maintenance is needed.

E. Technology

Paul stated he had no report.

F. Fund Development

Pauline reported that after the Business Breakfast she spoke with John Kelly of Nassau, Griffith & Kelly, and president of the Newington Chamber of Commerce. She will be meeting with him soon. She also spoke to Steve Bafundo about informing his clients about the Legacy Society. Steve's client was George Hanel whose family donated money in his memory to the Library.

G. Budget

Eric reported that Library staff will meet with the Town Manager on March 27th at 3:00 PM to discuss the budget. The evening of March 27th the Library's budget will go before the Town Council. The budget request for the security system has been deferred again from the CIP budget, not just one year, but two years out. This same request was deferred one year last year, so that makes it a deferral of three years out. This security system is now over 22 years old. The CIP budget for the skylight looks to be a possibility. The Town Manager's proposed budget will have a public hearing on March 13th.

H. Race

Eric reported that there was a meeting this evening, however he was not in attendance. Lisa did leave Eric the following notes: four people have registered to date; Guido Giantonio has agreed to sponsor again this year, as has Keeney Manufacturing; Keeney has also paid for their sponsorship from the last two years; Fleet Feet has donated three \$25 gift certificates; the high school's Key Club is all set to volunteer; GEICO Insurance has become a \$500 sponsor, as has Turnpike Motors for \$500; Connecticut Insurance Exchange may raise their sponsorship from \$500 to \$1,000; the Friends will donate water; and Dennis spoke about raffle prize assignments.

IX. OLD BUSINESS

A. Business Breakfast, Tuesday, February 14, 2012, 8:00 – 9:00 AM

This was discussed a bit under Fund Development. Although there was a modest turnout, most people knew each other from the Chamber and/or Rotary. Due to this breakfast, three raffle items were donated, Turnpike Motors agreed to be a \$500 sponsor, as did GEICO Insurance for

\$500. Connecticut Insurance Exchange will raise their \$500 sponsorship to \$1,000. Carol Pekarul will speak to her clients about the Legacy Society.

X. NEW BUSINESS

A. ACLB Membership and Notebooks

Donna received information from ACLB about Trustees and Library Boards and their responsibilities. She copied this information and presented the Board with notebooks. The Library is now a member of ACLB.

B. National Library Week, April 8-15, 2012

The Library has bookmarks, flyers, and banners advertising National Library Week. Shirlee-Ann Kober is working on activities for this week.

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

Eight to the Bar will perform on Sunday, April 15 from 2:00 to 4:00 PM. The Friends will sell refreshments during intermission.

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

The Board is invited to attend the Volunteer Breakfast scheduled for April 19th at 8:30 AM. This year's theme is Disco.

Staff Development Day was discussed on a previous occasion due to the number of new hires. Anna indicated that Joel Rissinger has experience in team building and has agreed to lead a workshop and would not charge a fee.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Iris Larsson made a motion to adjourn, Trudie Walker seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 10-0 vote at 8:25 PM.