

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
November 5, 2012**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Pauline Kruk, Iris Larsson, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermino, Eric Rothauser (arrived at 7:58 PM), Neil Ryan, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Dennis Doyle, Anna Eddy, Judy Igielski, Sue Wright

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 LIAISON ABSENT

Clark Castelle

FRIENDS

Philip DesJardins (left at 7:30 PM)

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:00 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy was not in attendance so there was no Secretary's Report.

Kris commented that in the October minutes when Anna was discussing committee assignments (page two), she did not distribute the list, but spoke verbally about the assignments. Kris wanted to clarify that paragraph.

MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of October 15, 2012 as amended, Kris Nasinnyk seconded the motion, and the motion to accept the minutes of the regular monthly meeting of October 15, 2012 as amended was unanimously approved with a 10-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that Lynn has all of the accountant's paperwork on the audit and tax forms should any Board member want to see that information.

V. LIBRARY DIRECTOR'S REPORT

Donna commented that her monthly report will be emailed to the Board in the next couple of days. She does not receive monthly reports from staff until 9:00 PM this evening.

A memorandum was sent to all Town Department Heads from the Town Manager with regard to parking in the Town Hall lots. All Town employees, including the Board of Education should be using either the Garfield Street parking lot or the lot by the police station; however the police station lot is also open to the public, therefore Town employees should park in the farthest available spaces.

In personnel issues, the domino effect that Donna described in the October minutes with various people filling other positions, interviews have taken place for the part time reference/teen librarian position. There are three internal candidates for this position and the final decision will be made on Tuesday.

On Saturday, October 20th Donna gave a tour of the library to the Newington High School Class of 1962 reunion group. She did this last year for the Class of 1961 reunion.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa was not in attendance. Donna gave Lisa's report: a new ebook download platform called Freading will be available to patrons in about two weeks. Staff is training on this system this week. The Friends provided the funding for Freading. This system is a supplement to the Overdrive downloadable platform.

Sunday Library hours will begin on November 18th. Lisa and Lynn are meeting with the substitutes who generally work the Sunday hours to familiarize them with policies and procedures.

Staff is also training on the scanning feature of the new photocopier; this will be available for public use next week.

VII. FRIENDS OF THE LIBRARY

Philip DesJardins, Vice-president of the Friends, reported that the Friends received a Mayor's Proclamation from the Town of Newington for their 50 years of service at the October 23rd Town Council meeting. He stated it was nice to be recognized. He was also impressed that Mayor Woods called the library "the jewel of the Town." The Friends Book Sale is scheduled for November 16, 17, 18 and will be held at the Senior Center. On January 25th the Friends will hold their 3rd Annual Wine and Cheese Social. He asked the Board permission to also include a beer tasting for this event. **MOTION: Paul Crosswaith made a motion to allow the Friends to include a beer tasting for their Annual Wine and Cheese Social in January, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion passed with a 10-0 vote.**

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie had no report.

B. Investment Committee

Neil reported that Iris has done some research and found that the Sovereign Bank money market account gives a 1% interest rate and the money market account in Everbank is a .75% interest rate. The Investment Committee is considering raising the amount of money in the Sovereign money market account to \$10,000 due to the increased percentage return.

C. House Committee

1. Annual Building Walk-Through, Saturday, October 27th

Diane reported that the walk-through took place on Saturday, October 27th at 9:00 AM with Donna, Lisa, Lynn, Kris, Neil, Paul, Maureen, Iris, and herself. Overall the library is in excellent shape. The extra storage area keeps the hallways neater and more organized. Staff should be commended in finding many ways to utilize storage areas to keep everything neater and more organized. New carpeting will be installed in the Community Room and in the Children's Program Room. The Friends have provided funding for new chairs in the Children's Program Room. The painting of the mural in the Children's Room has begun and looks great. There was discussion on renovating the Lienhard Room with a new table, chairs, drapes; this will be reviewed by the House Committee to make this room more efficient for meetings.

D. Facility and Site

Maureen commented that the property is being beautifully maintained. In the back end of the property there is some plant growth that she feels keeps people from walking through the property. There was a question as to who owns the fence at the end of the property/Garfield Street parking lot area.

E. Fund Development

1. Donation Envelope

Pauline indicated that she had no report, and will schedule a meeting with her committee before the December Board meeting.

F. Budget

Tony reported that the Town Manager has once again asked for a 0% increase in the budget. Staff is working on the CIP budget request, which is due November 21st, along with the regular budget, which is due on January 4th. Budget hearings with the Town Manager will take place January 14th through 18th, 2013. Donna commented that the consortium advised that there will be an increased Integrated Library System assessment of \$1,078.

G. Technology

1. ACLB Conference

Paul and Donna attended the ACLP Conference on October 25th. One of the subcommittees was on funding with attorneys discussing state statutes and how they do and don't apply to libraries. There were two lobbyists in attendance at this meeting. Paul encouraged the Board to continue with the ACLB membership for 2013 due to the fact that a lot of information can be obtained through their website. Donna commented that she attended a subcommittee on library trends given by State Librarian Ken Wiggins. There was also mention of holding focus groups to include everyone within the community when discussing strategic long range plans.

Donna reported that Diane Durette has 475 people on her email list for the job programs seminars that she holds.

IX. OLD BUSINESS

There was no Old Business.

X. NEW BUSINESS

A Town Hall Renovation Project Building Committee has been formed and Judy attended one of their meetings. Minutes from this meeting showed that a comment had been made that the Friends own the property adjacent to the library. Maureen would like to make sure this comment is clarified and will write a letter asking this to be done. Within this committee is discussion on the "Town Campus" and what that will entail. Donna has spoken with the Town Manager and the Facilities Manager and has been made aware that there are several different schematics for this "Town Campus." There are suggestions that once plans are in place the entire "Town Campus" package including the library expansion be put out to referendum as a bundled item.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT TO GO INTO EXECUTIVE SESSION

MOTION: Trudie Walker made a motion to go into Executive Session, Eric Rothauser seconded the motion, and the motion to adjourn into Executive Session was unanimously approved at 8:31 PM with an 11-0 vote.

The Board of Trustees adjourned from Executive Session at 9:00 PM.