

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF DIRECTORS MEETING  
OCTOBER 17, 2011**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Dennis Doyle, Pauline Kruk, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons (left at 8:30 PM), Tony Palermino (left at 8:35 PM), Eric Rothauser, Diane Stamm, Trudie Walker, Sue Wright

**BOARD MEMBERS ABSENT**

Anna Eddy, LeeAnn Manke

**STAFF**

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

**STAFF ABSENT**

Lisa Masten, Assistant Library Director

**TOWN COUNCIL LIAISON**

Kris Nasinnyk

**TOWN COUNCIL LIAISON ABSENT**

David Nagel

**BOARD OF EDUCATION LIAISON ABSENT**

Sharon Braverman

**FRIENDS**

Christy McDonald

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:06 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 September 12, 2011, Trudie Walker seconded the motion, and the motion to accept the minutes of the regular monthly meeting of September 12, 2011 was unanimously approved with a 9-0 vote.**

**III. PUBLIC PARTICIPATION**

Kris Nasinnyk told the Board that this is her last meeting as Town Council liaison. She has been a member of the Town Council for six years and has enjoyed being the liaison for the Library. Judy commented that she always appreciated the ways that Kris advocated for the Library.

#### IV. **TREASURER'S REPORT**

Iris reported that the accountant, Mr. Milluzzo, has completed the audit, everything was in order, and the income tax returns have been sent. Since June Iris has paid in excess of \$27,000 for various things such as new shutters, which look fantastic, the great new lighting, and the new bike rack and fence. The Library is fortunate to have spent this money for many good causes. She also commented that she is very happy that the property next to the Library was purchased at the time it was done. Iris stated that all the financial statements from the accountant are on file with Lynn if any Board member would like to see them.

#### V. **LIBRARY DIRECTOR'S REPORT**

Donna reported that the Library has been busy this last month; the Board has the monthly report in their packets. On October 4<sup>th</sup> Liberty Bank held their grand opening and provided the Library with a \$2,000 grant; \$1,500 will go to job seekers programs, and \$500 to the Children's program "We All Get Ready to Read." Anna was also in attendance at Liberty Bank's grand opening and spoke to the branch manager about a 5K Race sponsorship.

On Saturday, October 15<sup>th</sup> there was a big crowd to hug and celebrate "We Love Lucy." Over 300 cups of ice cream were given out. Donna thanked the Board members who were in attendance that day for this celebration.

A sign has been placed by the stairs stating "no skateboarding" for liability purposes, and hopefully this sign will deter kids from doing this.

Banned Books Week took place September 24<sup>th</sup> through October 1<sup>st</sup>.

The elevator was making a terrible noise and was repaired.

On October 8<sup>th</sup> the Newington High School Class of 1961 met at the Library after a tour of Town Hall, which was their old high school. Hosted by Joanne and George Lincoln, about 25 people toured the Library and Donna spoke to them about the Legacy Society.

There are some serious leaks in the atrium skylight, and in the Children's Room by the computers; the computers had to be moved. Donna has contacted the Facilities Department about the seriousness of these leaks. These leaks have been caulked repeatedly over time but this is not solving the problem. Donna asked the Town Manager to come and look at these leaks and spoke to him about a possible insurance claim. Bob Korpak from the Facilities Department brought a repairman over on Monday to look at the skylight and hopes to get some repair or replacement estimates in the next few days.

Donna commented on two documents in the Board's packets: information on Tech Nights which will take place throughout November; and an article about Amazon's \$199 Tablet called Kindle Fire.

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

Lisa was not in attendance. Donna gave Lisa's report: the Overdrive downloadable catalog for Kindle E-books now has instructions on the website. A Kindle was purchased for the Library and patrons can now download e-books from Overdrive on the library's catalog to the Kindle. The

Library now has eight E-readers that can be checked out for a three week period; this is for patrons over the age of 18.

A digital electronic sign will be placed in the Library's lobby in front of the bulletin board. This will list Library events.

## **VII. FRIENDS OF THE LIBRARY**

Christy McDonald reported that the "We Love Lucy" hug was the finale for the Friends 50<sup>th</sup> Anniversary year long celebration. Mortensen's Restaurant provided six tubs of ice cream which served approximately 325 cups. An information fair was also held that day. The Friends will be present at three polling places on Election Day to distribute information on programs and sign up people for library cards. The Fall Book Sale is scheduled for November 18, 19, and 20. The Friends are considering holding another wine and cheese social in January. They have also decided to raise their building expansion fund donation from \$10,000 to \$15,000 in the coming year. They approved wish list funds of \$10,000 for purchase of items to supplement library services. There is approximately \$80,000 in their building expansion fund at this time.

## **VIII. COMMITTEE REPORTS**

### **A. PEP (Planning, Evaluation, Policy)**

Trudie stated she had no report. The Board was notified that Alan Nafis has resigned from the Board, therefore a position is now open.

Diane stated that the Board had the list of the new committee assignments. A chairperson is needed for the Race Committee. Eric agreed to chair the Race Committee again this year. Meetings will begin in January at 6:30 PM before the monthly Board meetings. Guido indicated last year that it would be his final year of sponsoring the race. Keeney Manufacturing has still not paid their sponsorship money for the last two years.

### **B. Investment Committee**

Neil reported that he is waiting for the quarterly reports for the third quarter. Iris indicated that she sent them to him on Friday, so he will probably get it in tomorrow's mail. Assets are roughly \$210,000 with probably \$30,000 down since June. A meeting will be scheduled with the financial advisor Carol Miller-Pekrul for sometime in January.

### **C. House Committee**

Diane stated that she cannot say enough wonderful things about Lynn Caley and all her hard work and follow-through. The House Committee will have their walk-through on Saturday, October 22<sup>nd</sup> at 9:00 AM. Donna commented how great the Parks and Grounds Department has been with cutting down five pine trees, five small trees that were leaning against the building, and just making the building look great. She brought them apple pie with cheddar cheese and cider the other day to thank them.

D. Facility and Site

Maureen commented that there is a lot of overlap with the Facility and Site and House Committees, and perhaps the two Committees should be combined. It was discussed that the Facility and Site Committee was formed when the lot next door was purchased.

E. Fund Development

Pauline is now the chairperson of this committee. Donna stated that she, Anna, and LeeAnn had met to review the brochure and website pages; they will bring Pauline up-to-date on this discussion.

F. Budget

Eric is now chairperson of this committee. The budget is due to the Town Manager in December.

**IX. OLD BUSINESS**

There was no Old Business.

**X. NEW BUSINESS**

A. Circulation Desk Area Reconfiguration

Donna met with Janis Newell and she identified objects that could be relocated in other parts of the building. A cabinet is to be built in the community room that will house the laptop cart and chargers; this cabinet will be locked. New DVD shelves and bins will be purchased. Donna passed around a sketch of what the circulation desk area would look like.

B. Long Range Plan and Technology Plan

Donna stated that the Library needs a Technology Plan. Things change so rapidly and we need to see what we have now, what we need in the future, and what kind of technology the community wants for the Library. Donna has asked Lisa to work on a technology inventory. They will also be writing a draft of a technology plan. There was discussion on forming an “ad hoc” Technology Committee; Paul stated he would chair this committee. Pauline, Diane, and Sue all said they would like to serve on this committee.

Donna then reported that the Long Range Plan was adopted in 2001 and needs to be updated. It has nothing about a technology plan in it. The existing Long Range Plan is outdated since it is over 10 years old: values and roles need to be changed; the Town’s demographics have changed; identifying the needs for the expansion is the first step towards an expansion. Donna stated that a consultant should be hired to facilitate this strategic planning. She has a list of consultants from the State Library that she could share with the Board. The Board asked Donna to review the consultants list, decide on three to interview, and share this information with them at the November meeting. Donna thought that this project might begin in March or April.

C. Other

Iris commented that she spoke last year about changing the By-Laws with regard to Board appointees. The review of the By-Laws was set aside during the search for a new Library Director. Iris thought this should now be revisited. There are nine corporate members and six political members on the Board. If a political member is voted in as the president, vice-president, secretary, or treasurer at election time and their party is not voted in, this officer would no longer be able to serve in their position. The Library's officer elections could be null as to what happens in the Town elections. Eric indicated he would chair the By-Laws Committee and Iris and Dennis indicated they would serve on this committee. Donna will ask Lynn to email the By-Laws to the Board members.

**XI. PUBLIC PARTICIPATION**

There was no Public Participation.

**XII. ADJOURNMENT**

**MOTION: Trudie Walker made a motion to adjourn, Eric Rothauser seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 10-0 vote at 8:50 PM.**