

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2010**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Sue Halpin, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke, Alan Nafis, Maureen O'Connor Lyons, Tony Palermino, Eric Rothauser, Neil Ryan, Diane Stamm

BOARD MEMBERS ABSENT

Dennis Doyle, Trudie Walker

STAFF

Lisa Masten, Interim Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

David Nagel
Kris Nasinnyk

BOARD OF EDUCATION LIAISON

Sharon Braverman

CALL TO ORDER

The meeting was called to order by Eric Rothauser at 6:10 PM.

I. ROLL CALL

II. EXECUTIVE SESSION REGARDING LIBRARY DIRECTOR SEARCH

MOTION: Maureen O'Connor Lyons made a motion to go into Executive Session to discuss the Library Director search, Iris Larsson seconded the motion, all were in favor and the motion was unanimously approved at 6:12 PM. The meeting resumed at 6:32 PM.

III. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy reminded the Board to let her know if any cards or letters should be sent. She also read a thank you note from Marian Amodeo.

Eric thanked Maureen for the fantastic job she did on Marian's reception back in June. It was a lovely event and was enjoyed by all.

LeeAnn commented that she was in attendance at the June meeting, however her name was not listed as such. **MOTION: Tony Palermino a motion to accept the minutes of the regular monthly meeting of June 14, 2010 as amended noting that LeeAnn Manke was in attendance, Judy Igielski seconded the motion, and the motion to accept the minutes of the regular monthly meeting of June 14, 2010 as amended was unanimously approved with a 13-0 vote.**

IV. PUBLIC PARTICIPATION

There was no Public Participation.

V. TREASURER'S REPORT

Iris reported that the sponsorship money for the 5K Race from Keeney Manufacturing has not been received to date. She also reported that in the two accounts at Sovereign Bank there is approximately \$13,000, and the two accounts in Everbank are approximately \$110,000 to \$115,000. All bills have been paid, and at the present time the accountant has all the records for audit and tax preparation.

VI. LIBRARY DIRECTOR'S REPORT

Lisa reported that she emailed monthly reports to the Board over the summer. The summer was very busy averaging 1,300 people per day. She commented that the staff did a great job during this very busy summer. The computers were constantly in use with people waiting lines. The new cleaning service, CW Resources, has been working out very well. Any issues have been addressed in a timely manner. CW Resources has also been cleaning the Senior and Disabled Center and the Newington Police Department, both of which are also working out well. There has been a delay in the HVAC updates and the Facilities Manager will be going out to bid again for this project. The first floor has not had working air conditioning since August. Helen Aveline will be leaving on Friday, September 17th to accept the Head Librarian position at the Berlin Peck Library. Helen's position has been posted internally and there is someone who is interested in this position. The Friends will be a presence at the WaterFall Festival at which time they will kick off their year-long 50th Anniversary celebration.

Eric thanked Lisa for the wonderful job she has done during this very busy summer.

Judy asked the Board if they would like her to send a thank you/congratulations note to Helen Aveline and they all agreed to do so.

VII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa gave her report above.

VIII. FRIENDS OF THE LIBRARY

There was no one in attendance.

IX. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie was not in attendance. Judy reported that Trudie sends her best. She continues her rehab at Bel-Air and hopes to go home in two weeks.

B. Investment Committee

Neil met with Carol Miller-Pekrul to review the Everbank money market account. He would like to schedule a meeting with the Investment Committee and Carol to discuss what the best options will be for this account.

C. House Committee

1. Summer Building Update

Diane reported that she is no further along with the shutters. The tree is still alive. She would like to schedule the walk-through sooner rather than later. Diane also provided the report below:

Building items for Board Annual meeting September 2010

HVAC System

- In February we found out that the town had received a grant to update the library's HVAC system including the software controls. This is still pending as bids are received and contracts are finalized. Hopefully, in late September or early October the work will begin.
- In anticipation of the project, 4 trees were cut on the lot next door to make room for the crane delivery of a large unit to the roof.
- The hot water heater in the mechanical off the Community Room rusted out and leaked into the Community Room creating a large carpet stain. Facilities replaced the heater and cleaned the carpet.

General Facility

- Due to the ongoing leaks during heavy rains, our roof drains were replaced with larger ones. Since then we have had no new leaks. We are however, still waiting to have the leak damage repaired and repainted by Facilities.
- New door kick plates were installed on all the doors in the public areas.
- The Friends book sorting and storage room in the basement was cleaned and painted. This should alleviate the mold and mildew problems.
- Facilities installed a swinging gate style door leading into the Circulation area as a means to insure patrons were aware that this is a staff only area.
- Repairs were made to the front door on Cedar Street and it was painted. In addition a new light was installed to shine on it.
- Many of the smaller jobs identified in the walk through of 12/9/09 were taken care of by our Maintenance Tech or Facilities.
 - Touch-up painting
 - Roof tile replacement
 - Chipped laminate repaired

Grounds

- Parks & Grounds:
 - Weeded all of our garden beds and removed the ivy from the building.
 - Planted the new Japanese Stewartia tree to replace the beech tree.
 - Created the stone walkway, highlighting the sun dial and new tree.
 - Added some additional plantings.

Cleaning

- We experienced ongoing problems with poor cleaning quality throughout most of the year. However, in August a contract began with a new company C.W. Resources. We have seen great improvement in the quality of the cleaning.

Furniture & Fixtures

- The Thomas Huston Company made a new leg to replace the broken one on our Huston bench. Tom & Josh from Facilities attached it and in August the bench was back in service.
- In September the new self check out desk was completed and a sign was installed in January 2010.
- The love seat in the quiet study area as well as two chairs in Children's were reupholstered by Ehrlich and look great. In addition the upholstery on the bench in the play alcove in Children's was re-tacked down.
- As a measure to extend the life of the carpet, we are starting to use chair mats at our Internet terminals and at the Reference desk.

Miscellaneous

- A new plaque was ordered and installed for the Eddy statue in front of the library. There had been a spelling error on the original plaque.

- Due to budget cuts, our Maintenance Technician's hours were cut from 3 hours per day to 2 hours per day.

Pending projects

- Jobs not completed
 - Shutter replacement
 - Bicycle rack replacement
 - New fence for stone walkway area
 - Larger painting jobs
 - ✓ Outside window trim
 - ✓ SW Emergency stairwell

D. Facility and Site

Iris stated she had no report, however she noticed from the June minutes that she was going to contact someone to get a price about mowing the property at least once per month, which she has not done.

E. Fund Development

Anna reported that she has not scheduled anything about scheduling a program for the community on the Legacy Society.

F. Budget

Maureen had no report.

X. OLD BUSINESS

A. Expansion Study Update

Eric stated there is nothing new to report on this.

B. Board of Education Meetings Report

Eric will provide a list to the Board members of dates and times for the Board of Education meetings so that the Board members can sign up to attend a meeting.

C. Bylaws Revision Committee Report

Eric reported that this was on hold during the summer due to the library director search.

D. Search Committee for new Library Director

Eric stated that the Board discussed hiring Jeananne McMahon to be a consultant/facilitator for this search at a fee of \$5,000. **MOTION: Anna Eddy made a motion to hire Jeananne McMahon as a consultant/facilitator to oversee the library director search, Diane Stamm seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

E. Nominations – Election of Officers

The Board received the ballots via email and was to complete these ballots and hand them in to be tallied. The four corporate positions to be voted on this evening at the Annual Meeting are Anna Eddy, Diane Stamm, Tony Palermino, and Eric Rothauser. The slate of officers are: President-Eric Rothauser; Vice-President-Diane Stamm; Treasurer-Iris Larsson; Secretary-Judy Igielski. The honorees this evening are: Joel Rissinger, Patrick McGowan, and Mary Paterno. Joan Ewing and Viola Mastre will be voted into the Legacy Society. Tony Palermino will be giving the Palermino Scholarship to Michelle Royer.

XI. NEW BUSINESS

There was no New Business.

XII. PUBLIC PARTICIPATION

There was no Public Participation.

XIII. ADJOURNMENT

MOTION: Judy Igielski made a motion to adjourn, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 13-0 vote at 6:56 PM.