

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
January 10th, 2022

BOARD MEMBERS IN ATTENDANCE

Andy Brecher, Anna Eddy, Laurel Goodgion, Lisa Jones, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

Neil Ryan

STAFF

Lisa Masten, Library Director (**absent**)
Karen Benner, Assistant Library Director
Elizabeth Rogers, Secretary for the Board

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

Sharon Braverman (**absent**)
David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:07pm.

I. ROLL CALL

Elizabeth Rogers called the roll.
Diane Stamm expressed her sadness for losing Judy Igelski. She was a wonderful person and supporter of the library.

II. PUBLIC PARTICIPATION

Fiona York was present for the meeting.
There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said the council has not met for a month; they canceled the December meeting. He has no special items to discuss. He did meet with Diane Stamm and Mayor Delbuno.
Diane Stamm asked if the meeting with her, David Nagel and Mayor DelBuno is on the agenda for tomorrow's town council meeting. David Nagel said no, he does not see it on the agenda.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson has no report.

V. APPROVAL OF MINUTES

Laurel Goodgion noted the following corrections:

- Chris Miner is no longer a liaison and should be removed from the attendance.
- On Page 6, under Communications, *friends* should be capitalized in the sentence "Lisa Jones is meeting with..."
- On Page 7, under Open Board Positions, *miss Porters School* should be capitalized and it is a

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possessive.

- Same section, *republicans* should be capitalized and singular.

Anna Eddy noted the following corrections:

- On Page 6, under Fund Development, *donators* should be donors.
- Same section, the sentence starting "*Which has worked out...*" should be changed to "This approach has worked out well...".
- Same section, "...9 other older sponsors" should be "...9 other former sponsors".
- Same section, *Tilcone* is spelled Tilcon.

Fiona York said she did not work at Kingsford Oxford, only at Miss Porter's School.

MOTION: Anna Eddy moved to approve the minutes of December 6, 2021 as amended. LeeAnn Manke seconded the motion. The motion passed unanimously.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said this started earlier with the 5K Race meeting before this meeting. She complimented Anna Eddy as the registration so far is going quite well. The library budget will be discussed below. The investment quarterly report will also be discussed below.

Diane Stamm asked Laurel Goodgion if she knows when the distribution for the library director evaluation happens. Laurel Goodgion said she is not sure. Lisa Jones believes it was in December 2020 but she will verify and send an email as the goal is to have it wrapped up by May.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke sent out her report, see below. She commented that there were not a huge amount of donations. Payment for the subscription for the tablets has started. The library received approximately \$2,500 from memorial funds in name of Judy Igelski.

LeeAnn Manke has prepared the 1099s and is waiting to receive them back from the accountant so she can mail them out before the end of January. The library has received \$4,535.60 from the Pelino Book Fund, and is awaiting a third check.

Anna Eddy asked how much the library can expect from the Pelino Book Fund, is it around \$22,000-\$23,000, and what can it be used for. LeeAnn Manke said it can be used for material in the collection; it is at the discretion of the library/board how best to use it for the collection.

LeeAnn Manke said she would like a sub-committee to be created to start using the restricted funds as the majority is sitting stagnant. Anna Eddy asked if LeeAnn Manke can send a list/report of the restricted funds to the board to review and provide assistance. LeeAnn Manke said yes.

LRWL Treasurer Report
December 31, 2021

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (11/30/2021)		\$ 27,395.12	
Income:			
Network for Good	\$	95.00	
General Donation	\$	10.00	
2022 5K Race:			
Sponsor	\$	<u>500.00</u>	
			\$ 605.00
			\$ 28,000.12
Expenses:			
General Administrative	(\$	300.00)	
Gifts to the Library:			
Subscriptions	(\$	<u>340.64)</u>	
			(\$ 640.64)

Ending Balance (12/31/2021) \$ 27,359.48

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (11/30/2021)	\$106,976.22	
Change in Value/Interest Earned	<u>\$.91</u>	
Ending Balance (12/31/2021)		<u>\$106,977.13</u>

Santander Money Market (Restricted Funds)

Beginning Balance (11/30/2021)	\$ 23,805.20	
Income:		
Marge B.(White) Guest Fund Donation	\$ 864.00	
Interest Earned:	<u>\$ 1.03</u>	
	\$ 865.03	
Ending Balance (12/31/2021)		<u>\$ 24,670.23</u>

All reimbursements from restricted funds have been made to unrestricted accounts.

As previously discussed, I am in process of reviewing our different banking options for our immediate access accounts. I will continue to investigate which institution best suits our organization's current needs and will then advise the Board of my recommendations. Whether we remain with Santander or move the accounts elsewhere, we will have to incur the costs for the necessary checks, deposit slips, stamps, etc. needed for these accounts to accommodate our change in postal address.

2021 1099s have been drafted and submitted to our accountant for filing with the IRS. Original 1099s will be distributed to subcontractors upon completion in accordance with federal filing requirements. Computer upgrade work will commence shortly.

The Estate of David Pelino is approaching complete settlement. January's report will reflect the receipt of the second installment from the Estate for The Pelino Book Fund in the amount of \$4,535.60. We had received an initial payment from the bequest of \$14,796.00 and we are anticipating receipt of an additional \$4,030.40 as the process is resolved. In addition, we have also received several donations in memory of our late board member, Judy Igielski, which also will be reflected in subsequent Treasurer reporting.

Restricted/Unrestricted Funds PE December 31, 2021:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$489,211.22	\$318,415.26	\$807,626.48
Kingston Money Market	<u>0.00</u>	<u>\$106,977.13</u>	
Total Kingston Portfolio	\$489,211.22	\$425,392.39	\$914,603.61
Santander Money Market	\$ 24,670.23	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 27,359.48</u>	
Totals	<u>\$513,881.45</u> (53.16%)	<u>\$452,750.87</u> (46.84%)	<u>\$966,632.32</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
January 5, 2022

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

Karolyn McLain emailed Lisa Masten's report (see attached).

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said the library operations have not changed much since last month. Openings for small programming in the children's department had just started, and plans for hosting book discussions were in progress; however, with the COVID rates this has been unable to move forward. Karen Benner said the library continues to deal with COVID related issues such as staff being sick or exposed.

The digital services position has been filled by, Michelle Patnode. She started at the end of December and Karen Benner has been working closely with her. Katie Cornell, the circulation supervisor is beginning her maternity leave at the end of February. Karen Benner is working on how to best distribute her responsibilities to other staff members during her maternity leave; this has included cross training substitutes in the library.

The library officially has a new software program for museum passes and the calendar. The museum passes are fully up and running but the calendar is still in testing. Karen Benner hopes to have it ready by the end of the month. The hotspots are finally in circulation. The administration team put the final touches on the 2022-2023 budget and submitted it to finances on January 5, 2022.

Laurel Goodgion asked what the new assets to the program software are. Karen Benner said the museum passes are pretty similar, but since they were able to get this from the library connection it cut down on cost. The new features to the calendar will allow patrons to sign up remotely for events and they will get reminders for them.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said they have been trying to brainstorm how to best continue selling books. In the past few weeks more carts have been added upstairs in the entrance way where the donation buckets used to be. These carts will be themed monthly. The Friends want to host an outdoor sale, but with the weather and COVID making it difficult this will likely not happen soon.

Laurel Goodgion asked when the next donation day is. Sheila Rowell said donations are always being accepted, people simply need to call ahead.

XI. COMMITTEE REPORTS

a. Budget

Maureen O'Connor Lyons distributed via email the Budget Comparison Report as well as a description of highlights for it (see both attached). She said the library was asked to come in at a 0% increase, which they were able to do.

Karen Benner said a 2% raise increase for staff was approved.

LeeAnn Manke noted that the library is still on with Sunday in the next year's budget. Karen Benner said yes.

Diane Stamm asked if there are still unfunded positions. Karen Benner said yes, she plans to have a meeting with the town manager to discuss this.

Andy Brecher asked if there are any projects she was looking forward to funding but cannot due to the budget requirements. Karen Benner said their mindset was more in line with maintaining and not specific bigger projects. She said the biggest project she would hope to see that is currently not budgeted for is the print management system.

LeeAnn Manke asked what the unstaffed positions are. Karen Benner said the full time librarian in collection management as a cataloger, and the full time teen librarian position.

LeeAnn Manke observed that once COVID abates, these positions will be very important. Anna Eddy commended Maureen O'Connor Lyons for her report; it is very well stated and easy to follow. Maureen O'Connor Lyons said Lisa Masten contributed to it as well. Anna Eddy also said she thought the Friends funded the adult and children programming. Karen Benner said the majority of it yes, but the town does fund the programs a bit as well.

Fiona York agrees with LeeAnn Manke that funding for a teen librarian will be important and necessary once COVID slows down. She also asked Karen Benner if the unfunded positions have been unfunded due to COVID. Karen Benner said she is not sure.

Laurel Goodgion appreciates Maureen O'Connor Lyons and Lisa Masten for their report of highlights for the budget as it was very informative.

Diane Stamm commented that the library is a huge spot of teen resources for communication and socialization and agrees that a full time teen librarian is very important.

LeeAnn Manke suggested that Karen Benner have the budget numbers ready to fund the unfunded positions before discussing with the town manager.

Maureen O'Connor Lyons commented that the library staff do a wonderful job filling in the gaps left by these unfunded positions.

David Nagel said he will ask the town manager about these unfunded positions as well.

b. PEP (Planning, Evaluation, Policy) Committee – Laurel Goodgion

Laurel Goodgion said the PEP committee met to discuss a draft for revising the policy for when patrons express concerns or ask that materials be removed from the collection. Her and Lisa Masten will work further on this and report to the board when they have updates. Fiona York asked if the policy is a long-time policy or if patrons had increased complaints. Laurel Goodgion said it was kicked off by a concern last summer to review this policy.

c. Investment Committee – Neil Ryan

Neil Ryan previously distributed via email the Investment Committee Report (see attached). LeeAnn Manke said overall the library did very well on paper. Total investments with Kingston are \$807,626.48. She complimented Kingston Wells Management as they continue to do a great job for the library.

d. House Committee – Diane Stamm

Diane Stamm sent out the spreadsheet of the list of walkthrough items. Some items have already been worked on. The library was finally weeded in the front and sides. However, it was too late in the year to remove and replace the dead bushes.

Anna Eddy said she walked through the library before the holidays and feels the library is looking fantastic with the rearranging staff did.

e. Facility and Site – Maureen Lyons

Maureen O'Connor Lyons said things are moving along. The committee has a meeting scheduled with Library Development Solutions (LDS) on January 19, 2022 to review the original document that they provided to the library to talk about the changes needed to make it a more viable and up to date document.

Maureen O'Connor Lyons thanked the communications committee for their activeness on expansion for the library.

Andy Brecher asked what time that meeting is. Maureen O'Connor Lyons said she believes it is 7pm.

Diane Stamm said the mayor asked to set up a meeting with her, David Nagel, and Sharon Braverman to discuss a permanent building committee development plan. She said the total number of committee members was lower than expected, around 5 members; although 2 of those slots are for library members.

David Nagel said his understanding is that the town first wanted to have the building committee set before reaching out to address specific library concerns.

LeeAnn Manke commented that she has seen the potential new language for the proposed ordinance. Her concern is that in the old ordinance it said that, if someone serves on this committee they cannot serve on any other board or commissions. However, it does state that library members are exempt from this stipulation.

Andy Brecher said the library is not endorsing the permanent building commission but wants to improve the ordinance. Diane Stamm said the town did reach out to her about the library concerns with the language in the ordinance.

Maureen O'Connor Lyons clarified that if the permanent building committee comes to fruition; all other committees are null and void. Diane Stamm said yes.

Fiona York commented that the permanent building committee might slow down progress.

Lisa Jones asked Maureen O'Connor Lyons if there is any preparation needed before the January 19, 2022 meeting. Maureen O'Connor Lyons said yes, she would like to connect with Lisa Jones after the meeting to discuss said preparations.

Andy Brecher asked if that meeting can be done in the afternoon, not the evening, as he has a conflict but he wants to be in attendance for it.

David Nagel added that the central facilities committee is a result of a plan the town council put forth to have a bipartisan committee for this.

f. Fund Development – Anna Eddy

Anna Eddy explained that fund development started in the early 2000s with the idea of having a structure within the board to accept donations.

Anna Eddy would like to schedule a committee meeting to discuss how to sustain donors. She is continuing to work with sponsors for the 5K race and involvement during the rest of the year.

The Dining Partner Program continues to go well; it has 39 partners so far for this year. Anna Eddy thanked Michelle Royer for her work with her on this.

Diane Stamm said she appreciates Anna Eddy's continued hard work, efforts, and ideas for fund development.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons said no report.

h. Communications – Lisa Jones

Lisa Jones said she is working with Karen Benner and the Friends on a Q&A for the upcoming expansion. A press release is being developed. This committee is ready to support the upcoming 5K Race. Lisa Jones is looking into 'swag' ideas/lanyards/key chains/etc. as well as how to easily identify board members during events.

Lisa Jones asked that if anyone has communications going out with the library to please let her know as they will need to account for postage in the budget. She also mentioned that there is a 10-day waiting period, due to approval and administration requirements.

LeeAnn Manke commented that postage has gone up due to COVID.

Diane Stamm asked about the name tags and identifying board members pricing. Christine Shooshan said a lanyard with a personalized name tag would cost around \$10/per, or about \$6/per for a lanyard with a generic name tag. She is continuing to look at more sites for pricing. Diane Stamm asked for Christine Shooshan to present pricing and options more formally at the next meeting.

Diane Stamm asked Andy Brecher if he has updates on pricing for the table skirts for the 5K race. Andy Brecher said yes; Lisa Masten was able to get pricing from a past vendor. Based on the amount of tables estimated, about 22, the quote came in at \$150-\$165/per. He recommends allotting up to \$4,000 for this.

Anna Eddy is unsure why 22 table skirts would be needed. She has concerns about using them on the food tables. Andy Brecher clarified that the table skirts do not cover the table top.

Diane Stamm commented that the clips are nice until someone snags it. She has seen a different option that slips over the table. She would like to see more options and pricing before making a decision. Andy Brecher said he will talk to Lisa Masten about different options. Diane Stamm suggested that Lisa Masten not be the go between, try to get the vendor information to deal with them directly. Anna Eddy suggested reaching out to John Michael.

Anna Eddy said that Andy Brecher suggested having the high school band lined up for the 5K race, as well as having other entertainment at the first- and second-mile marker. Diane Stamm said she likes the creativity here but feels more details need to be discussed for this. She

suggested that Neil Ryan can reach out to the high school as he has communications with them frequently. Lisa Jones said she can reach out if Neil Ryan is unable to.

XII. OLD BUSINESS

a. Open Board Positions

Diane Stamm said there is a Corporation and Republican position open. She encourages members to look for people to fill these positions.

XIII. NEW BUSINESS

a. Newington Library 5k Challenge Road Race Update

Discussed above.

David Nagel said his wife and Kathy Clark are coordinating a town wide tag sale on June 4, 2022.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Christine Shooshan moved to adjourn. Anna Eddy seconded the motion. The motion passed unanimously and the meeting adjourned at 9:10pm.

XVI. The next Board of Trustees meeting is scheduled for February 14, 2022 at 7pm.



Library Director
monthly report 11-21



Facility and Site
Budget comparison al



Description of
Budget Comparison.d



12-31-21 Investment
Committee Report.xls