

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
January 12, 2026

BOARD MEMBERS IN ATTENDANCE

George Bernocco, Jason Hipp, David Hourigan, Pam Kiniry, Pauline Kruk, LeeAnn Manke, Maureen O'Connor Lyons, Kris Riley, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

David Nagel, Iris Larsson

STAFF

Lisa Masten, Library Director

Jennifer Hebert, Assistant Library Director

Elizabeth Rogers, Secretary for the Board

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

Kelly De Haas

AJ Tiniakos

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:06pm.

RECEIVED FOR RECORD
THE WINGATE, CT
2026 FEB -4 PM 4:01

Town Clerk

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no public participation.

III. TOWN COUNCIL LIAISON

AJ Tiniakos said there is a public hearing tomorrow for the parking ban ordinance, a presentation on red light cameras, and discussion of the budget schedule.

IV. SECRETARY'S REPORT – George Bernocco

George Bernocco said no report.

V. APPROVAL OF MINUTES

Pam Kiniry said on page 2, there is mention of a monetary prize for the 5k Race being won by a student at the previous race but this was not offered; the idea has only been discussed.

Kris Riley said on page 6, the grant writer's name should be spelled as *Sonya*. Also on page 6, under Old Business *republican* should be capitalized.

MOTION: Maureen O'Connor Lyons moved to approve the minutes of December 8, 2025 as amended. Kris Riley seconded the motion. The motion passed unanimously.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said the board has started the 5K Race meetings, the budget is typically due in January which will be discussed later in the meeting, and preparations for the director's evaluation start in January.

VII. TREASURER'S REPORT – LeeAnn Manke

Diane Stamm gave a brief report as LeeAnn Manke is sick and her voice is weak. As of December 31, 2025 the accounts stood as follows: TD Checking Unrestricted \$92,119.17, TD Money Market Restricted \$55,410.32, Money Market Kingston Unrestricted \$448,453.16, Investment Unrestricted and Restricted \$469,679.19, Hanel \$470,361.73, and Margaret Hooker \$423,245.92. LeeAnn Manke added that the restricted funds from the Hanel account will be transferred to the restricted Kingston Investment account to reimburse for the October and December events.

LRWL Inc. Treasurer Report December 31, 2025

ACCOUNT STATUS – Principle and Earnings Fully Accessible

TD Checking (Unrestricted Funds)

Beginning Balance (11/30/2025)	\$ 89,105.40
Income:	
General Unrestricted Donations	\$ 1,157.92
HFPG Grant: Books for You	\$ 6,000.00
Children's: Memorial Donation	\$ 16.00
	\$ 7,173.92
	\$ 96,279.32
Expenses:	
GTL: Subscriptions	(\$ 922.99)
Administrative: Supplies Expenses (Cups)	(\$ 366.51)
Clerk/Recording Secretary	(\$ 300.00)
Staff Appreciation	(\$ 451.40)
Staff: Retirement Gift	(\$ 78.16)
HFPG: Multi Language Learners Purchase/Program	(\$ 306.61)
Pelino Book Fund: Collection Purchase	(\$ 734.48)
Hanel Program 12/5/25: Juke Box Program	(\$ 1,000.00)
	(\$ 4,160.15)
Ending Balance (12/31/2025)	<u>\$ 92,119.17</u>

TD Money Market (Restricted Funds)

Beginning Balance (11/30/2025)	\$ 55,360.95
Interest Earned	\$ 49.37
Ending Balance (12/31/2025)	<u>\$ 55,410.32</u>

Money Market et al in Kingston WM Non-Investment (Unrestricted Funds)

Opening/Beginning Balance (11/30/2025)	\$445,618.30
Income Earned	\$ 1,744.66
Income Distribution/Transfer from Hooker Trust	\$ 714.95
Change in Value	\$ 375.25
Ending Balance (12/31/2025)	<u>\$448,453.16</u>

Investment Account Kingston WM (Unrestricted and Restricted Funds)

Beginning Balance (11/30/2025)	\$467,283.01
Income Earned	\$ 3,374.53
Fees and Expenses	(\$ 315.48)
Change in Value	(\$ 662.87)
Ending Balance (12/31/2025)	<u>\$469,679.19</u>

George Hanel Endowment - Kingston WM (Restricted Funds- Principle & Earnings)

Beginning Balance (11/30/2025)	\$ 468,044.14
Income Earned	\$ 3,333.84
Taxes and Fees	(\$ 309.26)
Change in Value	(\$ 706.99)
Ending Balance (12/31/2025)	<u>\$470,361.73</u>

Restricted funds from the Hanel Endowment for the October and December events will be transferred to reimburse the restricted Kingston WM Investment Fund when all expenses have been compiled.

October Event	\$ 642.60
December Event (to date – await some CC charges)	<u>\$ 1,000.00</u>

Checking account balance at January 11, 2026 is \$91,519.17 (\$600.00 Deposit to Platt Timing Systems for May 2026 5K Race).

Currently in the process of preparing the 1099 drafts for our 2025 subcontractors and will be submitting to Accountant for IRS filing and subcontractor distribution by January 31, 2026.

Restricted/Unrestricted Fully Accessible Funds PE December 31, 2025:

	<u>Restricted</u>	<u>Unrestricted</u>
Kingston WM Hanel Endowment	\$470,361.73	\$ 0.00
Kingston WM Investment Fund	\$ 43,601.34	\$426,077.85
Kingston WM Money Market et al	<u>0.00</u>	<u>\$448,453.16</u>
Total Kingston Portfolio	\$513,963.07	\$874,531.01
TD Money Market	\$ 55,410.32	\$1,388,494.08
TD Checking	<u>0.00</u>	<u>\$ 92,119.17</u>
Totals	<u>\$569,373.39</u>	<u>\$966,650.18</u>
	(37.07%)	(62.93%)

Margaret Hooker Trust Endowment -Income/Gains = Unrestricted General Use (Baseline \$342,898.12):

Kingston Account:

Beginning Balance (11/30/2025)	\$441,180.06
Income Earned	\$ 850.27
Income Distribution/Transfer to KW MM (Unrestricted)	(\$ 714.95)
Taxes, Fees, Expenses	(\$ 308.29)
Change in Value	(\$ 17,761.17)
Margaret Hooker Trust Endowment Valuation (12/31/2025)	<u>\$423,245.92</u>

Respectfully Submitted,

LeeAnn W. Manke
LRWL Inc. Treasurer
January 11, 2026

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

See attached report.

Lisa Masten said they submitted the proposed budget for 2027 with a slight increase in digital material as it is very expensive since the library is charged per download. They have been working on various projects including the new self-check stations and the replacement study carrels. Lisa Masten said some program highlights were the children's and teens winter arts and craft fair and the story time with goats in pajamas. Karen Benner has retired and Jennifer Hebert was hired as her replacement; she has been doing a wonderful job.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Jennifer Hebert

Jennifer Hebert said she has been doing a lot of training with Karen Benner. As Michelle Patnode was hired as Jennifer Hebert's replacement for Head of Reference, Jennifer Hebert has been training her. They are looking to hire two Circulation Substitutes and just completed testing on the applicants that appear to be a good fit. One project Jennifer Hebert is working on is the hotspots. The new ones have arrived and need to be activated and packaged while the old ones need to be recalled before the new ones can circulate.

Lisa Masten added that Michelle Patnode is still performing the duties of her previous job while they search for a replacement.

Diane Stamm distributed a thank you card from Karen Benner.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said the Friends are getting ready for Winterfest.

Diane Stamm asked if there are any tickets left. Jennifer Hebert said there were five tickets left when she last checked today.

Sheila Rowell said the Friends are planning the next book sale in April and are also working on strengthening their volunteer base. They plan to hold the Craft Fair again this year as vendors and attendees loved the event.

Kris Riley asked about donating to Winterfest as the board typically does that.

MOTION: Kris Riley moved to donate \$100 towards a gift basket for the Friends Winterfest. Jason Hipp seconded. The motion passed unanimously.

XI. COMMITTEE REPORTS

a. Budget

Lisa Masten said she got an email from the town manager asking to meet on January 27th at 2pm to discuss the budget. LeeAnn Manke said that works for her, she will be there.

b. PEP (Planning, Evaluation, Policy) Committee – Maureen O'Connor Lyons

Diane Stamm said the chair is transitioning from Pauline Kruk to Maureen O'Connor Lyons. Pauline Kruk said the committee interviewed two ladies for corporate board positions and they were both fabulous and have a lot of experience with volunteerism. The committee recommends inviting Melissa Haseley and Joanne Massy to join the board as corporate members.

MOTION: Pauline Kruk moved to extend a corporate board position to Melissa Haseley and Joanne Massey. Christine Shooshan seconded. The motion passed unanimously.

Maureen O'Connor Lyons said Iris Larsson will be submitting a letter of resignation but will submit a letter for the emeritus position.

c. Investment Committee –

See attached report.

LeeAnn Manke said she has taken this on as the previous chair, Kelly De Haas, is now part of town council but would like to co-chair this with someone for accountability and to eventually pass the torch. She will be setting up a meeting with Dean Spada to review the financial positions and invites any interested board members to attend. She will email the date and time when she confirms with Dean Spada.

d. House Committee – Diane Stamm

i. Churchill Door Restoration Proposal Consideration

Diane Stamm is happy to report that many items on the walkthrough have been

assigned and are actively being tackled. As discussed at previous meetings, the Churchill door is crumbling and needs replacement. LeeAnn Manke, Kris Riley, and Joe Salomone have been working on this.

LeeAnn Manke said many grants applicable for this project require commitment from the board, mostly by way of signing a contract with a vendor. One completed proposal has come in and another one will be coming soon from a different vendor.

MOTION: LeeAnn Manke moved to spend up to \$55,000, from the unrestricted funds, to repair the Churchill door. George Bernocco seconded.

Jason Hipp asked if the available grants will cover the entire cost. Diane Stamm said probably not but this \$55,000 is an overestimate; the board will likely pay much less than this.

Jason Hipp asked what the turnaround time for the repair is. LeeAnn Manke said if a contract is signed in February, they can get on the spring schedule and the project will take about 8-12 weeks.

The motion passed unanimously.

e. Facility and Site – Kristopher Riley

Kristopher Riley said there was another meeting to continue discussion on videos to promote the library. They mostly discussed short form videos to inform and entertain viewers. Some ideas included videos about bring your child to the library day, national library week, and the preparation and clean up of Winterfest. Kris Riley will email members examples from other library social media accounts. He said they are looking for volunteers to help with these videos such as being on camera or helping to develop ideas for videos.

Diane Stamm suggested a tour of the library for video(s) as new board members will be receiving a tour.

Kris Riley said he received an update on the 2025 work orders that were in the presentation to town council last February and is working on adding these updates to future presentations.

Kris Riley said the first meeting of the outreach campaign happened at the Senior Center.

Diane Stamm thanked LeeAnn Manke for coordinating the Lunch and Learn presentation at the senior center.

Pam Kiniry said attendance was small but the attendees were very attentive, engaged, and asked good questions. They were shocked at some of the issues the library faces, like the holes in the ceiling and mold, and surprised at the total circulation of library materials. They were also very interested in the library of things.

Pam Kiniry suggested the board offer public walkthroughs of the library maybe once or twice a year as it is very eye opening.

LeeAnn Manke said in regards to the 1772 grant, they need to get back on a regular meeting schedule as they didn't meet in December. Kris Riley said he will check his email and coordinate a meeting.

f. Fund Development –

Diane Stamm said there is currently no chair for this committee. This committee handles Legacy items, letters such as for Footnotes, fundraising, etc.

g. Nominations – Maureen O'Connor Lyons

Maureen O'Connor Lyons said no report.

h. Communications – George Bernocco

George Bernocco said Kris Riley covered most of what they have been jointly doing. He reiterated that they are looking for volunteers for the videos in any kind of capacity. They will be coordinating more joint meetings.

XII. OLD BUSINESS

a. Newington Library 5K Road Race – Sunday, May 17, 2026

Diane Stamm said the race is on Sunday, May 17th, and this is the 29th year of the race. All board members are on this committee.

Pam Kiniry said a gold sponsor wants to pay by credit card and asked what the percentage fee is; she thought it was 3% but is not sure. LeeAnn Manke said she is in the process with TD of establishing a credit card port with Square but the fee is not set yet; it will likely be around 3-3.9%. LeeAnn Manke recommended the sponsor pay through the race website and be sure to check the pay fee box.

Pam Kiniry said she sent out the second round of letters for commitments and received a bigger response. They are well ahead of last year's responses.

LeeAnn Manke encouraged board members to sponsor as a trustee if they are able to.

b. Hanel Event in 2026

Kris Riley said he reached out to Pocket Vinyl for dates in April and they are very open. Lisa Masten said the library cannot do April 24th-26th as that is the Friends book sale. She also suggested avoiding the previous week as it is vacation week for most schools.

Christine Shooshan said Shakespearience is currently running a Harriet Tubman dramatization but they were checking with the actress to see if it can be run in the fall. One performance from Shakespearience costs \$500. They also offer workshops which are for specific age ranges, K-5th, 2nd-5th, and 6th-12th. In these workshops, students guest star with the professional actors and act out scenes. There are various versions of the workshop program including folklore, mythology, intro to acting, and improv. These workshops are 45 minutes long and cost \$300 per program.

Diane Stamm suggested consulting with the children's and teen librarians to determine the best option and timeframe. Lisa Masten said depending on the size, space at the senior center can probably be utilized for the workshop.

Maureen O'Connor Lyons suggested Shakespearience for younger children, Pocket Vinyl for teens, and one other Hanel program for the regular adult audience.

c. Newington Afghans

Diane Stamm said they have the rights to this but there is no update right now.

d. Open Board Positions

Diane Stamm said there are two offers going out for two Corporate positions and there are two new Republican members.

XIII. NEW BUSINESS

a. Staff Appreciation Dinner

Lisa Masten said a staff member recommended Market Place Kitchen & Bar. Diane Stamm recommended checking their menu for diversity.

Lisa Masten said she will check with staff at the next staff meeting for what day will be best.

XIV. PUBLIC PARTICIPATION

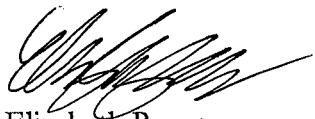
There was no public participation.

XV. ADJOURNMENT

MOTION: Maureen O'Connor Lyons moved to adjourn. Pam Kiniry seconded the motion. The motion passed unanimously and the meeting adjourned at 8:19pm.

XVI. The next Board of Trustees meeting is scheduled for February 9, 2026 at 7pm.

Respectfully Submitted,



Elizabeth Rogers
LRWL Inc. Transcriptionist
January 26, 2026



Library Director
monthly report 11-25



LRWL Inc Nov 2025
Investments.pdf