

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 13, 2020**

**BOARD MEMBERS IN ATTENDANCE**

Anna Eddy, Laurel Goodgion, Lisa Jones, Pauline Kruk, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock, Neil Ryan, Diane Stamm

**BOARD MEMBERS ABSENT**

Judy Igielski

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Gail Whitney, Secretary for the Board

**FRIENDS**

Kim Radda

**TOWN COUNCIL LIAISONS ABSENT**

Chris Miner  
David Nagel

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:08PM.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Iris reported that she sent a card to Anita Wilson's family on behalf of the Board of Trustees.

**IV. APPROVAL OF MINUTES**

Lisa Jones name should have been added to the attendance. **MOTION: Laurel Goodgion made a motion to accept the minutes of December 9, 2019, LeeAnn Manke seconded the motion, the motion passed with a 9-0 vote, Maureen O'Connor Lyons abstained as she was not in attendance at the December meeting.**

**V. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS**

Diane reviewed the Annual Activities Calendar for January indicating that the 5K Race meetings started this evening, the quarterly reports are due, and PEP Committee will distribute the Library Director's evaluation form. February calendar includes the 5K Race meetings, and the library's budget.

**VI. TREASURER'S REPORT**

LeeAnn submitted the following report:

RECEIVED FOR RECORD  
TOWN CLERK  
2020 FEB 15 AM 10:56  
*LeeAnn O'Connor Lyons*  
Town Clerk

LRWL Treasurer Report  
December 31, 2019

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)

Opening/Beginning Balance (11/30/19)	\$106,537.97	
Interest Earned	<u>120.01</u>	
Ending Balance (12/31/2019)		<u>\$106,655.98</u>

Santander Money Market (Restricted Funds)

Beginning Balance (11/30/2019)	\$ 8,462.51	
Income:		
Stack the Rack Donations	\$ 130.00	
Interest Earned	<u>0.68</u>	
		\$ 8,593.29

Expenses/Reimburse Unrestricted Checking:

Reimburse 12/19 Hanel (WTF) Program	<u>(\$ 1,045.38)</u>	
Ending Balance (12/31/2019)		<u>\$ 7,547.81</u>

Santander Checking (Unrestricted Funds)

Beginning Balance (11/30/2019)		\$14,700.08
Income:		
Reimbursement from Restricted from 12/19 Hanel Expenses	\$ 1,045.38	
Reimbursement from VISA for 9/19 Hanel book returns	482.23	
2020 5K Race Sponsors	900.00	
C. Deschler Programming	300.00	
Memorial/Adult Programming	150.00	
Friends-Professional Development	610.00	
Unrestricted Donation	1,000.00	
Other Income (Art Commission)	<u>56.25</u>	
		\$ 4,543.86
		\$ 19,243.94

\*

Expenses:

Accountant Fees	(\$ 2,000.00)	
Friends Winterfest Donation	(\$ 50.00)	
Professional Development	( 610.00)	
Membership Dues – ALA	( 302.00)	
Annual Meeting	( 29.48)	
Hanel Program Costs:		
10/19 Refreshments	(\$ 39.04)	
12/19 WTF	<u>(1,045.38)</u>	
	( 1,084.42)	
General/Other Expenses	<u>( 75.22)</u>	
		( 4,151.12)

Ending Balance (12/31/2019) \$15,092.82

Santander Update as of 1/13/2020:

Unrestricted Checking Balance is \$17,922.85

All Hanel reimbursements for programs through December 2019 from restricted funds have been made to unrestricted checking account. 1/9/2020 includes \$468.97.00 payment of general expenses and ACLB membership dues and \$3,299.00 receipt of memorial contributions, Aetna grant funds and Keeney Manufacturing \$3,000 2020 5K race sponsorship. To date, we have received \$3,900.00 in 5K race sponsorships.

For Consideration:

The 2019 5K Race Sponsorships were promoted for funding Children's Room Improvements.

Net Profits Apportioned to All Sponsors	\$ 7,524.37
Additional Sequin Lodge Donation	<u>500.00</u>
Total Possible Amount for Board Determination	
To be Attributed to Children's Room Improvements	<u>\$ -8,024.37</u>

Restricted/Unrestricted Funds (December 31, 2019):

	<u>Restricted</u>	<u>Unrestricted</u>	
Investacorp Investment Fund	\$487,009.95	\$183,191.14	
Investacorp Money Market	0.00	\$106,655.98	
Total Investacorp	\$487,009.95	\$289,847.12	
Santander Money Market	\$ 7,547.81	0.00	
Santander Checking	0.00	\$ 15,092.82	
Totals	<u>\$494,557.76</u> (61.86%)	<u>\$304,939.94</u> (38.14%)	<u>\$799,497.70</u>

Respectfully Submitted,  
LeeAnn W. Manke  
LRWL Treasurer

LeeAnn further stated all the restricted funds that have been paid out of the general fund have been reimbursed. The accountant has submitted all the tax information electronically.

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

Lisa reported that staff received an email from the Mayor last Thursday evening regarding the Town Manager termination and hiring Keith Chapman for that position on an interim basis. Keith met with the department heads and informed them what was going on and what was expected of them. The department heads asked a lot of questions and he answered what he could and indicated that he would like to have weekly meetings with them to keep ahead of things. Lisa said there was a lot of positive energy at the meeting. In personnel news, Jeannette Francini officially retired as of January 4<sup>th</sup> and is now working part time. An outside panel will be interviewing four internal candidates tomorrow for Jeannette's position. Pat Pierce will be retiring on March 7<sup>th</sup>; her position is union and will be posted internally. All candidates took a test and passed. Winter Reading for adults will hold registration on January 28<sup>th</sup> from 10:00 AM to 7:00 PM. The theme this is year is Reading Through Time. Children and teen registrations will be February 1<sup>st</sup> which is also Take Your Child to the Library Day. Winter reading for adults will end March 6<sup>th</sup> and for teens it will be February 29 and for children on March 7<sup>th</sup>. Diane Durette has received grant money to purchase equipment to convert slides from video to digital formats. There will be a training period for this and then people can sign up to use the equipment.

Diane commented that the budget is not on the agenda. Lisa stated she will add it to the February agenda. Maureen reported that there were some increases in the Library's budget specifically increasing Dave Brown's hours from 10 to 15 per week; Dave has been assisting with building repairs as the Town only has three men working in the facilities department. The increase for Dave's position is \$3,800. Two Library employees, Jennifer Bassett and Julie Barslow began their jobs at approximately the same time, however when Julie was hired step increases were still in effect and once Jennifer was hired step increases were discontinued. This results in a \$5.33 per hour discrepancy; this has been added to the budget. LeeAnn suggested bringing this information to Keith Chapman as he was the one who started step increases when he was Town Manager. Jeannette's part time position is being paid at the library technician rate, when it should be a step three.

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

Karen reported that she has spent a good part of her time on building issues, meeting room reservations, and payroll; all of Lynn's responsibilities during her medical leave. Lynn has now returned on a part time basis as of today. On January 14<sup>th</sup> the Art of Racing in the Rain movie will be shown. On January 23<sup>rd</sup> will be a book discussion on Art of Racing in the Rain. A new technology program on Computer Security and You will be held on January 30<sup>th</sup> at 10:30 AM. The IT Department recently offered a class

on an online computer security that staff found very compelling. The employees are very happy that the Library has a new color printer as the last one was 18 years old.

## **IX. FRIENDS OF THE LIBRARY**

Kim Radda reported that the Friends Book Sale raised \$12,718.35. Brian Woods has been doing a cost analysis on the coffee machine as the Friends Corner is not breaking even charging \$1.00 per cup. There will be a discussion with the vendor about buying the supplies through them and possibly increasing the cost of a cup of coffee. The Spring Book Sale is April 24, 25, and 26. A bus trip to Boston will be held on May 9<sup>th</sup>. Ann Marino sent out a revision to the Friends brochure asking for feedback. The February/March issue of Footnotes will be going out on January 23<sup>rd</sup>. The new Friends Corner sign will be installed tomorrow. Winterfest will be this Friday, January 17<sup>th</sup> and tickets are sold out. Anna asked how the Dining Partner Program will be introduced; the musicians will make announcements, and Lisa stated she will make up “ask me about the dining partner program” stickers. The Library will close at 3:00 PM on Friday to set up for Winterfest. Kim indicated that the Friends will be providing the water for the 5K Race. The Anita Wilson Memorial Family Concert Series has been chosen as a name for Anita Wilson’s memorial donations; the first concert is hoped to be held this summer.

## **X. COMMITTEE REPORTS**

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

Laurel reported that the Library Director evaluation form is being revised according to the new timeline which was moved back to January. Lisa has already turned in her self-evaluation to the Town Manager. Laurel thinks the Board will like the new format and once it is finalized she will have Lisa take a look at it. Three people were contacted regarding the open Board positions. One person was interested but wasn’t available for at least two years. Another person will be interviewed on February 27<sup>th</sup>, and the third person didn’t respond. There is one corporate position; the chairperson of the Republican Town Committee has been contacted on numerous occasions regarding the Board vacancies but has not responded.

#### **1. Proposed Policy on Public Comment at the Library Board Meetings**

Laurel reported that the policy includes the suggestions made at the December meeting. **MOTION: Laurel Goodgion made a motion to accept the Policy on Public Comment at the Library Board Meetings as presented by the PEP Committee, Anna Eddy seconded the motion, all were in favor, and the motion passed with a 10-0 vote.** Diane thanked Laurel and the PEP Committee for putting together that policy.

### **B. Investment Committee**

Neil emailed the attached report. He commented that it was a very good year with investments up 17%. Dean Spada and his office are great to work with. LeeAnn stated that their fees are very reasonable, and Dean gives back to the Library as a Race sponsor.

### **C. House Committee**

Laurel stated that she read the minutes from the December 10<sup>th</sup> Town Council meeting that indicated they wanted to form a facilities review committee for the Town to review all the facilities and outsourcing this to a consultant; an RFP was sent out and only one company responded. The facilities manager position has been vacant since April, so hiring an outside consultant to assess the Town buildings is a possibility. Laurel feels this would impact the Library. Anna attended the Anna Reynolds

walk-through and heard about the outside source to do a study and it would include the Library. LeeAnn commented that we need to keep the Town Council aware of a future Library expansion. Diane stated that it would behoove the Library Board to continue to talk about an expansion, be our own advocate, and keep this issue on the forefront. The parking lot is still an issue and once the Town Hall building is complete the parking should be better. Diane went on to say that the Town Council should be invited to do a walkthrough of the Library so that they are reminded of the need for an expansion. Iris asked about a PowerPoint that could be shown at a Town Council meeting or on NCTV. Lisa stated that Keith Chapman would like a facilities manager; LeeAnn also commented that she has spoken with people who want a facilities manager. Lisa Jones stated that a marketing plan be put in place for an intended audience. Anna said that she would send Lisa the PowerPoint presentation. Lisa Jones and Anna will work together under Maureen and the Facility and Site Committee. Anna will bring Lisa Jones up to speed and then send everyone a copy of the PowerPoint presentation. Diane also commented that she would like to have a strategic plan for the Library.

D. Facility and Site

1. Update on Library Parking Lot

Maureen reported that the parking lot is status quo and will keep an eye on icing and drainage throughout the winter. The formal agreement with the Town Hall has to be amended and signed by the Town Manager and Library president. The parking lot agreement has to include the MDC waiver.

Once the PowerPoint presentation is received, Maureen will call a meeting of the Committee. She stated that the Library needs to be aggressive with their concerns and needs, but not be a nuisance.

E. Fund Development/Legacy Society

Anna reported on the Dining Partner Program that will be launched on Friday and has 37 dining partners, along with 15 donors who will provide gift certificates and in-kind services. She said that no way this program would have happened without the help and support of Michelle Royer, Lisa, and Karen. Anna distributed a flyer showing what the dining partners will be doing. The Footnotes newsletter will have an icon next to programs that include a dining partner. Newington Life will have an article on upcoming events and the dining partner program. Diane commented that this was a lot of work for a unique idea and thanked Anna and everyone who worked on it. Anna also reported that there are now eight sponsors for the 5K Race, and she and Neil will be knocking on some doors for further sponsorships.

F. Nominations

There was no report.

G. Communications

Iris had no report on Communications. She did indicated that she has been texting back and forth with the Mayor regarding the Open Board positions and was told that Christine Shooshan will be appointed to the Library Board at Tuesday's Town Council meeting.

**XI. OLD BUSINESS**

1. Open Board Positions

Diane stated that we now know that one position has been filled with Christine Shooshan. There is still a corporate position open.

2. Town of Newington 150<sup>th</sup> Anniversary

There was no report.

3. Library Road Race – Sunday, May 17, 2020

The first meeting for the 5K Race was held this evening. The 5K Race is scheduled for Sunday, May 17<sup>th</sup> and many sponsors are in place. The Friends will provide the water. Anna stated that Keeney, the major sponsor, may not happen next year.

4. Hanel Events for 2020

There was no update.

**XII. NEW BUSINESS**

LeeAnn commented that as a Board we don't technically adopt a budget, but there are operating expenses. If we would like to apply for future grant proposals, some kind of formulation will need to be made. Laurel stated that there are some grants out there that she has identified and we need to take steps to get those.

**XIII. PUBLIC PARTICIPATION**

There was no Public Participation.

**XIV. ADJOURNMENT**

**MOTION:** Neil Ryan made a motion to adjourn, Iris Larsson seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:50 PM with a 10-0 vote.

**The next Board of Trustees meeting is scheduled for Monday, February 10, 2020 at 7:00 PM.**