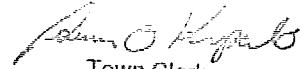


LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 14, 2019

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Town Clerk

BOARD MEMBERS IN ATTENDANCE

Dennis Doyle, Anna Eddy, Patty Foley (attended telephonically), Laurel Goodgin, Pauline Kruk, Iris Larsson (attended telephonically), Maureen O'Connor Lyons, LeeAnn Manke, David Nagel, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Judy Igielski, Pam Raynock, Sharon Sharpe

STAFF

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

FRIENDS

Brian Woods

TOWN COUNCIL LIAISONS

Tim Manke

TOWN COUNCIL LIAISONS ABSENT

Jim Marocchini

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:05PM. Diane stated that Patty and Iris were both in attendance telephonically.

I. **ROLL CALL**

II. **PUBLIC PARTICIPATION**

There was no Public Participation.

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

Judy was not in attendance.

IV. **APPROVAL OF MINUTES**

Laurel stated that under Secretary's Report/Communications the last word should be "plant" not plan. Diane stated that under Library Director's Report the word balances should be replaced by "has been resolved." Under PEP it should read "meeting norms" instead of how to operate in the meetings. Under Sign Up For Dates it should read that the Board has committed to provide support for all of these programs. **MOTION: Laurel Goodgin made a motion to accept the**

December 10, 2018 minutes as amended, Ellen Vessella seconded the motion, the motion passed with a 12-0 vote.

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

Diane reported on the Annual Activities Calendar for January with the first 5K Race meeting being held tonight, and the Friends' Winterfest scheduled for Friday, January 18th. Tickets are sold out for the Winterfest!

Diane emailed the committee assignments to the Board members and thanked the chairpersons for already scheduling meetings. Iris stated she had not received this document and Diane indicated she would email it to her again.

VI. **TREASURER'S REPORT**

LeeAnn reported that as of December 31st the Boff account balance is \$105,257.56 having transferred the \$8,000 into that account; these are the unrestricted funds. The Santander account is \$16,694.46, with the checking account at \$10,381.80, the register showing \$8,381.80, and today's balance reading \$9,386.85. The fiscal year ended June 30, 2018 and all financial statements have been completed by the accountant who was paid the \$2,000 fee. She has not completed the Connecticut sales tax collection application for the afghan because the Newington Education Foundation is still in the process of dissolving and transferring the copyright for the afghans. LeeAnn researched the Amazon Smile payouts and she has now officially registered for this to take place on a quarterly basis which is a 1/2% direct deposit. Anna suggested promoting that in the newsletter and for the Communications Committee to write about.

A. Finance Committee

LeeAnn had no report.

VII. **LIBRARY DIRECTOR'S REPORT**

Lisa reported that the winter reading program will begin on January 31st for adults, and February 2nd for children which is also Take Your Child to the Library Day. The theme is Ice Cream for Books, and registration for both adults and children can be made online. The program ends on March 8th for adults and March 9th for children. Lisa reported in December that Lynn Caley would be out for a period of time for hip surgery; that surgery has been cancelled so at this point Lynn is still working. In December the half wall was removed between the new books and the atrium; there are now three new mobile shelving units there which allows for more seating for Hanel events, and more shelving space. Lisa reported that many patrons have questions regarding the parking lot and it is explained to them that although it looks ready, there are still some more things that need to be done to it before it can be opened to the public.

Laurel commented that she once again is impressed with Lisa's report, especially how many teen programs are given and how many teens actually attend the program.

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

Karen reported that tech staff has been working on putting together a YouTube channel creating short videos that can be posted on the website to promote services. One staff member has created book trailers for book discussions. A new database has been ordered that features 1,000 arts and crafts videos featuring sewing, knitting, and painting, and is for both novice and experienced crafters. Teen librarians continue to get more opportunities to go into the schools to speak; there was a book talk at Martin Kellogg Middle School with 200 students. An ESL teacher has asked about bringing middle and high school students to the library for a tour.

IX. FRIENDS OF THE LIBRARY

Brian Wood reported that the Friends Winterfest will be held on January 18th at 6:30 PM and tickets are all sold out. The movable shelves are going to make seating much more comfortable. There is a change with the raffle tickets that will make it much easier for people to purchase. The spring Book Sale is tentatively scheduled for April 26, 27, and 28, 2019.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Ellen reporting that the PEP Committee will be meeting at the end of the month and the first topic to be discussed will be meeting norms. Most Board members have signed the ethics statement, except for Dave, Dennis, and Diane who were given a copy to sign. Ellen asked who would be interested in being a mentor for the two new Board members Dave and Laurel; four people indicated their interest. Lisa commented that the art exhibit policy needs to be updated and she will provide that to Ellen before the PEP Committee meeting. Lisa also commented that an issue was brought up at the Friends meeting; people taking pictures or videotaping in the Library without people's permission – maybe a policy should be put in place regarding this issue.

Diane indicated that Sharon Sharpe Byron has sent her a letter indicating her resignation from the Board. Diane read the letter, and commented that it was a pleasure having Sharon on the Board and she will be missed.

B. Investment Committee

Neil reported that as of January 12th the portfolio was \$585,296 which is about \$12,000-\$13,000 less than from early December, but \$12,000 more from the end of December. A meeting has been scheduled with investment consultant Dean Spada for January 23rd at 6:00 PM.

C. House Committee

Laurel reported that the House Committee will be meeting on January 28th at 6:30 PM. Lynn has ordered two new venetian blinds for the meeting room.

D. Facility and Site

1. Update on Library Parking Lot

Maureen reported that planting the buffer trees should not be less than 25 feet from the property line. There was discussion about applying for a variance to make it 15 feet to allow for more space for a future expansion. This 25 feet is a TPZ regulation and according to Craig Minor TPZ doesn't have the authority to waive that regulation and the variance needs to be applied through the Zoning Board of Appeals and possibly claim it as a hardship. Maureen indicated she is not sure how the neighbors will feel about this as they have been complaining about drainage issues. It was stated that with trees closer to the property line the drainage issue shouldn't be a concern. The trees have been planted temporarily and may be moved in the spring. The Facility and Site Committee will meet and discuss the process of the variance and whether or not this should move forward.

Lisa reported that the parking lot was paved and within days started cracking and water coming up through the cracks; therefore come springtime the parking lot will need to be repaved. The lighting has been ordered and has not been received yet and the area is very dark. The sidewalk has been completed to the end of Mazzoccoli Way by Garfield Street. The Friends container may be moved to its new spot as long as the gravel is installed. Dave Langdon would like to open the parking lot however there is a liability issue that the Town does not want to take on and feels it is the contractor's responsibility for liability. The town engineer is also not pleased with the parking lot in its present state. Laurel asked about a fine for the contractor and LeeAnn indicated that the Town is pursuing that. Lisa also commented that public relation wise this does not bode well for the Library.

E. Fund Development/Legacy Society

Anna reported that a lot was done last year and there are some things that do need to be taken care of which she will discuss with the Committee. LeeAnn had a question regarding contributions made to the Legacy Society, stack-the-racks, and the 750 club. She said she knows that thank you notes are sent to people who make memorial contributions, but what about the other contributions. Anna commented that Lynn has sent thank you notes in the past for the 750 club. Lisa indicated she will discuss this with Jeannette and Lynn to see who the best person is to handle this.

F. Budget

Patty reported that the Library's budget was submitted to the Town Manager on January 2nd, and that Lisa and staff did an excellent job asking for a \$1.809 million dollar budget which is a \$37,000 increase due to automatic salary increases. Sometime between now and January 22nd the committee will discuss talking points to bring to the Town Council.

G. Nominations

Maureen stated she had no formal report.

H. Communications

Iris reported that the committee met last week to have a plan in place to tackle some of the issues. They would like to have several ideas to write about and not just focus on the 80th Anniversary and events. Diane said she'd like to see something about Amazon Smile. Diane also wanted to make

sure that every letter was approved by Lisa or Karen prior to publication. Laurel suggested some kind of positive message be sent about the parking lot situation.

I. Technology Committee

There was no report.

XI. OLD BUSINESS

1. Library 80th Anniversary

Diane indicated that she emailed the Board asking for a vote on an expenditure of \$650 to have magnets printed with information on all the events that will take place throughout 2019. She sent the email on January 7th at 1:37 PM and by 10:00 PM had received 13 yes votes. Diane showed the Board the magnets and distributed them among the Board members. 1000 magnets have been made and will be handed out at Winterfest on Friday evening.

2. 2019 Hanel Events

Anna sent out information on all of the events and asked the Board if anyone had questions on the first 8 items. Patty had a question on number five regarding media and indicated that the Rare Reminder and Hartford Courant should be added, along with asking the Friends to put a link on their website, the Library's Facebook page, and a press release for NCTV too. Anna stated that large posters were made promoting Winterfest and cost \$16 each. She would like to take the copy from the magnets and put that on posters to be placed on both the first and second floors of the Library. Additionally, the marquee board that the Friends use – the back of that could be used to promote the Hanel events. With regard to providing refreshments at the Hanel events, something simple like punch and cookies. Maureen had suggested printing up 80th anniversary napkins at a cost of \$750. Anna is requesting a motion be made to allocate money for hospitality and publicity for the Hanel events at a cost not to exceed \$850. **MOTION: Laurel Goodgin made a motion to allocate up to \$850 to purchase hospitality items and publicity items for the 2019 Hanel events, Neil Ryan seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.** LeeAnn asked that as contracts come in to please let her know so that she can put the subcontractors names into the system.

a. Sign Up For Dates

Diane distributed a sign-up sheet to the Board members for them to indicate which of the Hanel events that are committed to attending. Obviously Board members can attend any and all events, however she would like at least two Board members at each event to help out. The first event is Sunday, February 10th at 3:00 PM featuring Resonant Winds.

3. Library Road Race – Sunday, May 19, 2019

The 5K Race meeting was held this evening and will be held at 6:30 PM each month from now through May prior to the monthly Board meeting. Neil reported that basically everything is the same, with a minor change to the registration fee increasing from \$20 to \$25 for preregistration and \$25 to \$30 for the day of the event; children's fee remains at \$10. Anna reported she has

commitments from sponsors already. Every Board member is on the 5K Race Committee.

MOTION: LeeAnn Manke made a motion to increase the race preregistration fee from \$20 to \$25, and increase the day of registration fee from \$25 to \$30, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.

4. Annual Meeting – Sunday, September 22, 2019

The business portion of the Board meeting will take place on Monday, September 9th at 7:00 PM. The Annual Meeting will take place on Sunday, September 22nd at 1:00 PM with recognizing the honorees, the Legacy Society inductions, and the Gina Barrecca program.

5. Town of Newington 150th Anniversary

Tim Manke indicated a committee meeting will take place on Tuesday, January 15th. Patty stated that she has signed up to serve on this committee.

6. Friends Winterfest – Friday, January 18, 2019

The Friends Winterfest is scheduled for Friday, January 18, 2019, and tickets are all sold out.

XII. NEW BUSINESS

1. Board of Education Liaison

Diane recently spoke with someone asking if there is still a Board of Education liaison position on the Library Board. Sharon Braverman served in this position at one time. Diane will reach out to the Board of Education to ask about this.

XIII. PUBLIC PARTICIPATION

Patty thanked everybody for the lovely cards and generous donation and stated how kind it was of everyone to do this for her.

XIV. ADJOURNMENT

MOTION: Dennis Doyle made a motion to adjourn, Anna Eddy seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:40 PM with a 12-0 vote.

The next Board of Trustees meeting is scheduled for Monday, February 11, 2019 at 7:00 PM.