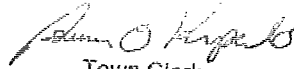


LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 11, 2019

RECEIVED FOR RECORD
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2019 MAR -5 PM 2:52


Town Clerk

BOARD MEMBERS IN ATTENDANCE

Laurel Goodgin, Judy Igielski (attended telephonically), Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, David Nagel, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Dennis Doyle, Anna Eddy, Patty Foley, Pauline Kruk

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 7:02PM. Diane stated that Judy was in attendance telephonically.

I. **ROLL CALL**

II. **PUBLIC PARTICIPATION**

There was no Public Participation.

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

Judy stated that she has not received nor sent out any correspondence. She did thank everyone for all of their well wishes through cards and emails. Diane reported that she received a letter from Natalie Harbeson thanking the Board for their contribution for the Winterfest.

IV. **APPROVAL OF MINUTES**

Maureen commented that on page 4 the last line of the second paragraph should be relations not relation, and on page 5 under Hanel Events remove the napkin cost of \$750 and just have it read that she suggested printing up 80th Anniversary napkins. **MOTION: Maureen O'Connor Lyons made a motion to accept the January 14, 2019 minutes as amended, Iris Larsson seconded the motion, the motion passed with an 11-0 vote.**

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

Diane reported on the Annual Activities Calendar for February with the 5K Race meetings continuing, the budget coming up in March; the Library's budget will be discussed in front of the Town Council on March 14th, and the next Hanel Concert scheduled for March 24th.

Kevin Mason has been chosen as the Town's Volunteer of the Year and he will be awarded this honor at the Town Council's February 26th meeting.

VI. **TREASURER'S REPORT**

LeeAnn reported that at the beginning of January the BofI account balance was \$105,257.56 with interest of \$71.54 and as of January 31st the balance is \$105,329.10. Discussion at the Investments meeting were about keeping money relatively accessible and generating more interest, therefore the process has begun to move money into a Vanguard Money Market. The Santander account at the beginning of January was \$16,694.46, and as of January 31st it was \$16,695.88; there have been expenses with the Hanel events. The checking account is \$8,381.80 and there was income of \$2,237.55 from race money and patron donation, so the present balance is \$11,177.42. LeeAnn has not pursued the sales tax issue regarding the afghans as the Newington Education Foundation is still dissolving and transferring the copyright. She did order something through Amazon Smile and noted that the Library will be receiving \$13.00 in the next quarter.

A. Finance Committee

LeeAnn had no report.

VII. **LIBRARY DIRECTOR'S REPORT**

Lisa reported that the winter reading program kickoff was held on January 31st for adults – 181 adults registered that day and that number is now 290; February 2nd was for children which was also Take Your Child to the Library Day. Entertainment that day included a magic show. 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. On February 22nd adults can participate in a make-your-own-sundae, and treasure hunt with a history of the library theme. Lisa reported that the budget was submitted in January and she has not heard anything to date. Jeannette Francini and Pat Pierce gave a tour of the Library to students from the Transition Academy and issued them library cards, along with helping them pick out books. Mike Rice, a writer for The Simpsons, is downstairs tonight presenting a program. The parking lot update is that Lisa is waiting to hear from Facilities Director Dave Langdon as to the status of a certificate of insurance in order to open the parking lot. The parking lot will have to be remilled and repaved in the spring. The Friends trailer has been moved to its permanent position, the two dumpsters will be moved to their permanent position in the next few days; this location may be switched to a new location for easier access. Additional railings will be put up on the handicap ramp where the new ramp meets the old ramp. Lisa will be on vacation next week and Karen will be available.

Diane commented that four people spoke to her at the Hanel Event asking about Sunday hours. She feels that at some point the request for this needs to go back into the budget.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that a tech program on Google photos was well attended. The one-on-one services with Book A Librarian, Teen Tech, etc. have all been going really well. She and Jeannette Francini held a Page Turners Evening Discussion Book program in Library and that was well attended. Michelle Royer's monthly outreach program bringing books and videos to Middlewoods is going really well; Middlewoods residents enjoyed a documentary on Rose Marie. Bailey Francis had a fun afternoon with a teen program on MakerSpace. She also had a book discussion at the high school with 10-12 seniors in attendance.

IX. FRIENDS OF THE LIBRARY

Brian Wood reported that the Friends Winterfest netted approximately \$7,000. He thanked the Board for their donation. The movable shelves make such a difference and are wonderful. There are some minor details to work out for the next event, but overall it was very successful, and thank you to everyone who attended. LeeAnn thanked the Friends for the movable shelves. Brian was happy to hear that the Friends trailer will be in its permanent position and the process of bringing books out to the trailer will begin. There will be a mini-media sale on March 9th. The spring Book Sale is scheduled for April 26, 27, and 28, 2019.

Neil stated he will attend the Friends meeting on Wednesday evening.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Ellen reported the PEP Committee was scheduled to meet last Wednesday but was unable to due to the weather and has rescheduled the meeting for this Wednesday. The handbook is available electronically and is formatted in the same way; thanks to Patty for all of her hard work on this.

B. Investment Committee

Neil reported that as of January 1st the portfolio was \$573,239 with dividends and some expenses due to fees and taxes; the balance as of January 31st is \$599,693.75; he didn't check the balance as of today.

1. Update on Meeting with Dean Spada on January 23

The meeting on January 23rd with Dean Spada went well and time was spent talking about how awful the month of December was. As LeeAnn mentioned, the BofI account interest rate is low and therefore monies will be moved into a Vanguard Money Market account that generates more interest.

C. House Committee

1. Update from House Committee Meeting on January 28

Laurel distributed a summary of the meeting, and noted that Lynn had sent an email to the Board. The Board reviewed the updated walk-through list and was impressed with the timely actions. Maureen thanked Lisa, Karen, and the staff for all that they do to keep the Library looking so great.

Judy Igielski left the meeting telephonically at 7:48 PM.

D. Facility and Site

1. Update on Library Parking Lot

Maureen stated that Lisa gave an update on the parking lot during her report. Regarding the issue of the trees and the distance from the neighbors, she has a call into Craig Minor to see how to proceed with TPZ whether it should be a written request or the need to go before them. Diane confirmed with the Board that they definitely want the Facility and Site Committee to pursue this issue.

E. Fund Development/Legacy Society

Anna was not in attendance. Diane commented that there has been discussion about using the 5K Race as another vehicle to raise funds. The Hanel Event has a fund raising page, and there is Amazon Smile. She encouraged the Board to go on raceentry.com to see what ways there are to fund raise. Horizon allows you to sign up and if you raise so much money then you are entitled to some services through Horizon. Dean Spada will be forwarding the letter to his customer base and encouraging them to donate to the Library. There are lots of things happening with Fund Development. Diane will email the Board a copy of the letter so that Board members can forward it to people to encourage them to donate to the Library. Diane thanked Lisa for all that she has done on the website.

There was a nice article in the Newington Town Crier/The Herald about all the 80th anniversary upcoming events. Patty had a letter in the Rare Reminder and the Newington Town Crier. Lisa stated there will also be an article in Newington Life.

F. Budget

1. Update from Budget Meeting with Town Manager on January 24
2. Budget Meeting with Town Council on March 14 at 7:00 PM

Patty was not in attendance. As Lisa stated earlier, the budget with a 0% increase was submitted to the Town Manager, and the Library will go before the Town Council on March 14th. Diane thanked Lisa, Karen, Lynn, and Patty for the great job they did in pulling the budget report together.

G. Nominations

Maureen stated she had no formal report.

H. Communications

Iris indicated that she has asked Judy if she would write a letter on the adult reading program, and about Amazon Smile.

I. Technology Committee

There was no report. The conference phone is working very well.

XI. OLD BUSINESS

1. Library 80th Anniversary

Sunday's Hanel Event went very well with almost 100 people in attendance. There was lots of room due to the movable shelves. Some people head to the Community Room thinking that the event is in there, and were redirected to the center of the Library. Refreshments of lemonade, water, cookies, and chocolates were served; the chocolates had Cheers for 80 Years on some of them. Diane spoke to those in attendance explaining the Hanel Event, talked about the children's area, and mentioned Amazon Smile.

2. 2019 Hanel Events

See above report.

a. Sign Up For Dates

Diane thanked everyone for continuing to sign up to attend the 80th Anniversary events. There were some student volunteers at Sunday's event. For anyone who does sign up to attend they should arrive about an hour before the event to help move the shelves and set up the refreshments, and then plan on staying after for clean up. Diane thanked the Friends again for the movable shelves. Diane will send out a reminder to the Board about the Hanel events and the sign up sheet.

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

The 5K Race meeting was held this evening. Neil stated the on-line registration is open. Lisa stated the button is live on the website and she will make it more prominent. The paper registration form will not be ready until the end of March. Diane stated that every Board member should make an effort to attend the 5K Race in May.

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

If anyone is interested in being on this committee they should contact the Town Council.

XII. NEW BUSINESS

There was no New Business.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: David Nagel made a motion to adjourn, Ellen Vessella seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:2 PM with a 10-0 vote.

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