

LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
February 14, 2022

**BOARD MEMBERS IN ATTENDANCE**

Andrew Brecher, Laurel Goodgion, Lisa Jones, Pauline Kruk, LeeAnn Manke, Maureen O'Connor Lyons, Neil Ryan, Christine Shooshan, Diane Stamm, Fiona York

**BOARD MEMBERS ABSENT**

Anna Eddy, Iris Larsson

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Elizabeth Rogers, Secretary for the Board

**FRIENDS**

Sheila Rowell

**TOWN COUNCIL LIAISONS**

Sharon Braverman  
David Nagel

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:17pm.

**I. ROLL CALL**

Elizabeth Rogers called the roll.

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. TOWN COUNCIL LIAISON**

David Nagel said that the town has set the budget review schedule. The meeting dates that are most important to the library are; March 8<sup>th</sup> where the town managers budget will be presented, March 19<sup>th</sup> where the library section of the budget will be discussed, and April 5<sup>th</sup> where the town councils budget will be presented. The town manager was given a \$30,000 bonus; the monies for this came from the assistant town manager position that was never filled.

**IV. SECRETARY'S REPORT – Iris Larsson**

As Iris Larsson is not in attendance, Diane Stamm assumes there is no report.

**V. APPROVAL OF MINUTES**

Laurel Goodgion noted on page 4, under Assistant Library Director's Report, that the *library connection* should be capitalized.

**MOTION: Maureen O'Connor Lyons moved to approve the minutes of January 10, 2022 as amended. Laurel Goodgion seconded the motion. Neil Ryan and Sharon Braverman abstained. The motion passed.**

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

Diane Stamm said this month is primarily about the 5K. The 5K race sponsors need to be finalized,

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the 5K meetings have started, and the library budget is moving along as the town has set their schedule. This month also shows to have the PEP committee collect the director evaluation forms from trustees. However, Diane Stamm said those have not been sent out to members and asked Lisa Jones and Laurel Goodgion to let her know what the updated schedule is so she can update the activities calendar.

Lisa Masten said her last evaluation was done in December 2021.

Maureen O'Connor Lyons asked if a copy of the board's evaluation is given to the town manager, Keith Chapman. Diane Stamm said yes.

## VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke said January was a very good month in terms of money received. Unfortunately, some of the funds received were from memorial donations. The money from Janice Burrell/Fidelity Grant came to the library as unrestricted funds. The business and organizational sponsors for the 5K have been very responsive. One of the sisters from the Sliva family, who usually donate yearly, passed away. However, the surviving sister is still active and supporting the library; she would like to help provide books to the schools libraries. Expenses for January were low. LeeAnn Manke is thinking of moving some of the checking account funds to the money market as interest can be earned there.

Approximately \$4,000 from the Pelino fund came in, and one more payment should be on the way. Dean Spada at Kingston is investigating other options for the library investments that will earn more interest than the current account. The 1099s have been distributed. Scott will be taking the computer when LeeAnn Manke is done with entries to upgrade it.

Diane Stamm said she likes the idea of moving the money to generate income. LeeAnn Manke said she can move some money to the Santander account while the 5K Race is happening then revisit after the race.

### LRWL Treasurer Report January 31, 2022

#### ACCOUNT STATUS

##### Santander Checking (Unrestricted Funds)

Beginning Balance (12/31/2021)		\$ 27,359.48
Income:		
Network for Good	\$ 322.00	
Janice Burrell/Fidelity Grant	\$ 5,000.00	
General Donation	\$ 250.00	
2022 5K Race:		
Sponsors	\$ 4,150.00	
Memorial Donations	\$ 2,970.00	
Sliva Donations (J. Kaval)	\$ 805.00	
Legacy Donations	\$ 50.00	
Deschler Donations (Programming)	\$ 300.00	
Teen Programming Donation	\$ 100.00	
		<u>\$ 13,947.00</u>
		\$ 41,306.48
Expenses:		
General Administrative	(\$ 150.00)	
Staff Appreciation	(\$ 179.43)	
Postage	(\$ 7.95)	
Gifts to the Library:		
Programming	(\$ 50.92)	
Subscriptions	<u>(\$ 298.87)</u>	
		<u>(\$ 687.17)</u>
Ending Balance (1/31/2022)		<u>\$ 40,619.31</u>

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (12/31/2021)	\$106,977.13	
Change in Value/Interest Earned	<u>\$ .90</u>	
Ending Balance (1/31/2022)		<u><b>\$106,978.03</b></u>

Santander Money Market (Restricted Funds)

Beginning Balance (12/31/2021)		\$ 24,670.23	
Income:			
Pelino Book Fund Bequest- Partial	\$ 4,535.60		
Interest Earned:	<u>\$ 1.21</u>		
		\$ 4,536.81	
Ending Balance (1/31/2022)			<u><b>\$ 29,207.04</b></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 filed with the IRS and original 1099s have been distributed to subcontractors. Computer upgrade work will commence shortly.

January's report reflects the receipt of several larger than usual donations. We received the second bequest 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 "in memory" donations which are earmarked for General Memorial Fund, contributions to Sliva Children's Literacy Fund, Legacy donations, and a large contribution for Janice Burrell Grant which is to be used for best use, no restrictions. We continue to receive the 2022 5K Sponsorships at a good pace.

## Restricted/Unrestricted Funds PE January 31, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$493,384.09	\$286,668.24	\$780,052.33
Kingston Money Market	<u>0.00</u>	<u>\$106,978.03</u>	
Total Kingston Portfolio	\$493,384.09	\$393,646.27	\$887,030.36
Santander Money Market	\$ 29,207.04	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 40,619.31</u>	
Totals	<u>\$522,591.13</u> (54.62%)	<u>\$434,265.58</u> (45.38%)	<u>\$956,856.71</u>

Respectfully Submitted,  
LeeAnn W. Manke  
LRWL Treasurer  
February 9, 2022

**VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten**

Lisa Masten clarified that the \$5,000 shown in the Janice Burnell/Fidelity grant was donated by her cousin in memory of Janice.

The library kicked off the winter reading programs; 180 Adults signed up on signup day, and there are currently over 200 people participating. The children's department has an activities sheet program running and the teen's department has an online book reviews program. The library did host a take your child to the library day which had an I Spy tank, obstacle courses in the aisles and coloring kits for the kids. The winter reading programs theme is Get Smitten with Books. The library is doing a lot

of collaborations with other libraries virtually which allows for larger attendance. Lisa Masten hopes to start small in person programming in April; this may include story times or book discussions. The COVID numbers are coming down, but Newington remains in the red as of tonight. Patrons no longer need to sign in but masks are still mandatory in the library.

LeeAnn Manke asked about the Hanel series as one of the parameters is that the library provides a program at least once a year for it. This is normally a larger program, so LeeAnn Manke asked when can it be done, or can it be done virtually. Lisa Masten said virtual is a possibility but it needs more thought and consideration.

Diane Stamm likes the idea of getting the Hanel events going again whether it be virtual or in person. She asked everyone to start thinking about what they would like to see for this event.

#### **IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner**

Karen Benner said they hope to have the calendar/room management system live by the end of this week or early next week. The hotspots are out and circulating which has been going very well. The reference desks have been using headsets this last month and have enjoyed it. Karen Benner hopes to distribute headsets to other sections over the next couple months. The digital services librarian has been fulfilling her role very well; she has expanded the library's social media presence. Karen Benner has been working with the circulation supervisor as she is leaving for maternity leave soon.

Diane Stamm said this is where the unfunded positions show the wear and tear it takes on staff. She thanked Karen Benner for her additional work and dedication in taking on extra responsibilities.

#### **X. FRIENDS OF THE LIBRARY – Sheila Rowell**

Sheila Rowell said the I Love Lucy campaign, which runs through February, has been going fantastic; they have made about \$700 on this campaign. The Friends are exploring the possibility of using the senior center for a book fair in the not too distance future. They accepted around 40% of the books from the fire marshal out of St. Mary's and added most of them to the children's department.

Neil Ryan asked if the Friends held their February meeting. Sheila Rowell said yes.

Diane Stamm thanked Sheila Rowell for sending her the pictures of the I Love Lucy hearts in the library. She also asked if the Friends are taking book donations. Sheila Rowell said yes, patrons are simply asked to call ahead; they are also thinking about having a donation Sunday soon.

#### **XI. COMMITTEE REPORTS**

##### **a. Budget**

##### **i. Budget Update**

Maureen O'Connor Lyons spoke with Lisa Masten earlier and the report is the same as last month as they were asked to have a budget with a 0% increase. She thanked Lisa Masten and Karen Benner and other staff greatly who fill in the blanks that are created by the unfunded position. The town manager is not having individual budget meetings as the budget requirements from the town is the same as last year.

Laurel Goodgion asked David Nagel how aware the council is that the library has 2 unfunded positions. David Nagel said he did mention it to them. Laurel Goodgion asked if any other departments have unfunded positions. David Nagel said he does not know.

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

##### **i. Review of Policy for Request for Review of Library Materials and Statement of Concern About Library Resources Form**

See both attached policy and form. Laurel Goodgion said the committee met and reviewed the proposed policy and form; she then met with Lisa Masten to refine it. They took ideas from other libraries; this includes making sure patrons who make a complaint have a library card and live in Newington as well as allowing a specific

material be reviewed only once a year.

Neil Ryan said they covered everything thoroughly. He complimented Laurel Goodgion on her great work.

Fiona York agreed, it is quite thorough and likes the addition of the ALA documentation as it strengthens the policy.

LeeAnn Manke also complimented Laurel Goodgion for her work on this.

Lisa Masten said the written policy is much more detailed and she agrees with Fiona York that the ALA helps strengthen the policy. She thanked Laurel Goodgion for her work on this.

**MOTION: LeeAnn Manke moved to approve the policy and form for library materials. Neil Ryan seconded. The motion passed unanimously.**

**c. Investment – Neil Ryan**

**i. Report on 2/9/2022 Investment Committee Meeting**

Neil Ryan emailed the portfolio (see attached). January was not a good month but the whole market did not have a good month. He also emailed out the report from Dean Spada about the portfolio (see attached). The library has 50% in equities and 50% in fixed income. Dean Spada suggested moving some fixed income monies to equities. He also suggested moving money out of the money market to a fixed income fund. This committee will have another meeting later in the year to review.

**d. House – Diane Stamm**

**i. Walk Through and Recent Leak**

Diane Stamm distributed the task list (see attached). Items have been getting ticked off, but some items need to wait for better weather. A pipe burst in the vestibule front of the building area recently and water fried the security panel which needed to be replaced. A possible temporary fix to prevent this from happening again is to keep the inner library doors open to circulate more warm air when lower temperatures are expected.

Lisa Masten said there was no permanent water damage. They have started leaving the doors open at night to the study rooms to circulate warmer air as those rooms had frozen pipes also.

Fiona York asked if they knew when the pipe froze up. Lisa Masten said it happened on the holiday weekend when the library was closed on Sunday and Monday.

**e. Facility and Site – Maureen Lyons**

**i. Update with LDS Meeting**

Maureen O'Connor Lyons said the committee did have a meeting with Leslie Burger from LDS in January but she was unable to attend. This meeting was to review and update the 2017 feasibility study. The summary of the report generated during this meeting is that LDS will restore and re-imagine the library. Maureen O'Connor Lyons said she can share this summarized report with anyone who wants it. LDS has a very aggressive timeline; they hope to have all information to the library in April so it can be ready for a 2022 November referendum. Keith Chapman said there are monies available to pay for this updated study and re-imagination of the library.

LeeAnn Manke asked if the data she submitted, regarding the lot size, is clear enough for LDS. Maureen O'Connor Lyons said that no extra information was asked for but as this is a basic outline they may reach out for more information.

Andy Brecher asked when the detailed proposal will be in from Leslie Burger.

Maureen O'Connor Lyons said she does not know but will find out.

Laurel Goodgion is concerned that the board is moving too fast in this renovation.

She feels more information is needed from the staff on what their needs are to make sure the renovation is as thought out as possible as renovations do not come often. Neil Ryan asked if the library expansion committee is still in place. Maureen O'Connor Lyons said it has not been formally disbanded but it has not formally met either. It depends on if the town starts a permanent building commission. Neil Ryan echoed Laurel Goodgions concerns' saying that if a referendum does not happen in November that is okay as this is moving quite fast. Diane Stamm agrees that momentum needs to stay high to keep the project moving but careful consideration is needed as well to make sure the renovation is done right. LeeAnn Manke agrees, keep the heat on but make sure it is done thoughtfully. Andy Brecher said he wants to see the outline from Leslie Burger as soon as possible so that the board can make an informed decision and get ready for a referendum in November if that is the best option.

**f. Fund Development – Anna Eddy**

Diane Stamm read Anna Eddy's report as she was not in attendance (see attached). Diane Stamm suggested reviewing old minutes to see what was approved in terms of funds for mailings that Anna Eddy asked about in her report. LeeAnn Manke said she can review old account numbers and share with Anna Eddy.

**g. Nominations – Maureen Lyons**

Maureen O'Connor Lyons said no report.

**h. Communications – Lisa Jones**

Lisa Jones said she has been supporting the 5K race activities and the dining partner program. She found a contact for the Currant which can be utilized. She reached out to the Newington high school to see if they are interested in participating in the 5K race which they are. Christine Shooshan said she got pricing for a lanyard that is dark green with white lettering saying Lucy Robbins Welles Library all around with a soft plastic case attachment with an ID badge that says Staff or Board of Trustees Member; she still needs to see if names can be added. She calculated for 20 people and got approximately \$146.36 for the lanyards/case/badge; with staff, using 40 as the extra number from Lisa Masten, she got approximately \$280 for their lanyards/case/badge. The staff may get the royal blue color instead of dark green. In total, board and staff lanyards/case/badge, would be approximately \$500.

**MOTION: Andy Brecher moved to appropriate up to \$750 to purchase lanyards, cases, and ID badges the color and design of which to be selected by the communications committee.**

Diane Stamm asked what kind of bade it is. Christine Shooshan said it is a plastic PVC badge. She also said the lanyard is a tube lanyard not a flat lanyard.

LeeAnn Manke suggested that the lanyards be collected at the end of each event as that is what was done for the waterfall festival to make sure none get lost.

**Pauline Kruk seconded. The motion passed unanimously.**

Maureen O'Connor Lyons thanked Lisa Jones and her committee for their stellar work.

**XII. OLD BUSINESS**

**a. Newington Library 5K Challenge Road Race Update**

The meeting for this was held earlier tonight. Next month this meeting will start at 6:15pm. Diane Stamm said an idea for this year was to do opposite colors for the shirts, colored shirts with white letters. This would add \$0.50 per shirt.

**MOTION: Maureen O'Connor Lyons moved to approve the purchase of colored dry**

fit shirts at the additional \$0.50 per shirt. Neil Ryan seconded.

Christine Shooshan asked what is done with the leftover shirts. Diane Stamm said extra shirts are given to sponsors. Lisa Masten said this year some people registered but did not pick up their shirts; however, less shirts were leftover than anticipated.

**The motion passed unanimously.**

Diane Stamm said Anna Eddy distributed the task list she created via email prior to the meeting (see attached). Diane Stamm said Neil Ryan is going to go through the list and determine who should reach out to each sponsor as the event gets closer as Anna Eddy will be out of the country the week before the race and during the race. He also mentioned that last year there were more volunteers, specifically the high school kids, than work available for them.

**b. Open Board Positions**

Diane Stamm said there are 2 positions open, corporate and republican. Please reach out if you know anyone who is interested.

**XIII. NEW BUSINESS**

There was no New Business.

**XIV. PUBLIC PARTICIPATION**

There was no Public Participation.

**XV. ADJOURNMENT**

**MOTION: LeeAnn Manke moved to adjourn. Pauline Kruk seconded the motion. The motion passed unanimously. The meeting ended at 8:54pm.**

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



Policy for Request for Review of Library



Form Statement of Concern about Librar



01-31-22 Investment Committee Report.xls



LRW Investment Committee 02-09-22 |



2021 walk-through sorted by responsibili



2-14-22 Fund Development Report.



2022 Race Timeline of Tasks.pdf