BOARD MEMBERS IN ATTENDANCE
Dennis Doyle, Anna Eddy, Laurel Goodgin, Maureen O'Connor Lyons, LeeAnn Manke, David Nagel, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT
Patty Foley, Judy Igielski, Pauline Kruk, Iris Larsson

STAFF
Lisa Masten, 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 7:08PM.

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

On page 4 under Facility and Site, the word Felicity should be changed to Facility. MOTION: Anna Eddy made a motion to accept the February 11, 2019 minutes as amended, Maureen O'Connor Lyons seconded the motion, the motion passed with a 10-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reported on the Annual Activities Calendar for March with the 5K Race meetings continuing, the Library's budget going before the Town Council on March 14th and she encouraged
Board members to attend to show their support, the next Hanel Concert with Grayson Hugh scheduled for March 24th. Legacy members are invited to all Hanel events, and they also receive the Footnotes newsletter.

VI. **TREASURER’S REPORT**

LeeAnn submitted the following report:

**LRWL Treasurer Report**
February 28, 2019

**ACCOUNT STATUS**

<table>
<thead>
<tr>
<th>BofI Savings Account (Unrestricted Funds)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance (1/31/2019) $105,329.10</td>
<td></td>
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<tr>
<td>Interest Earned 62.35</td>
<td></td>
</tr>
<tr>
<td>Balance at Day Start (2/28/2019) $105,391.45</td>
<td></td>
</tr>
<tr>
<td>Transfer of Funds (2/28/2019) (105,391.45)</td>
<td></td>
</tr>
<tr>
<td>Ending Balance (2/28/2019) $ - 0 - *</td>
<td></td>
</tr>
</tbody>
</table>

[* BofI Savings Account closed 2/28/2019 after monthly interest accrued, balance transferred To Money Market Investment account in Kingston Portfolio as directed by Board]

<table>
<thead>
<tr>
<th>Money Market Investment Kingston (Unrestricted Funds)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Opened 2/28/2019 $105,391.45</td>
<td></td>
</tr>
</tbody>
</table>

**Santander Money Market (Restricted Funds)**

| Beginning Balance (1/31/2019) $16,695.88 |  |
| Interest Earned 1.27 |  |
| Expenses (Reimburse Checking for Hanel Events through 2/2019) (2,069.43) |  |
| Ending Balance (2/28/2019) $14,627.72 ** |  |

[** Balance still includes $100 to be reimbursed to Checking for deposit paid toward 4/2019 Hanel program. Current practice is to reimburse checking from restricted funds with one transaction for entire Hanel event expenses after event completion]

**Santander Checking (Unrestricted Funds)**

| Beginning Balance (1/31/2019) $10,474.06 |  |
| Income: |  |
| Reimbursement from Restricted from Hanel Expenses $2,069.43 |  |
| 5K Race Sponsor 1,150.00 |  |
| Memorial 37.00 |  |
| Miscellaneous 229.18 |  |

**3,485.61 |  |
| $13,959.67 |  |

| Expenses: |  |
| Hanel Program Costs ($1,379.38) |  |
| Adult Programming (400.00) |  |
| General/Other Expenses (441.17) |  |

**Ending Balance (2/21/2019) $11,739.12 |  |

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

A. **Finance Committee**

LeeAnn had no report.

VII. **LIBRARY DIRECTOR’S REPORT**
Lisa reported that the winter reading program finished last Friday for adults and Saturday for the children. There was a 43% increase with adults amounting to 451 registered. The children had an activity log which worked out great. There was an Ice Cream Social on February 22nd for the adults with sundaes and a treasure hunt. There was a theft problem last month where a man was stealing about 10 DVDs at a time; he would go into the stacks and rip off the tags and take the DVDs. He wasn’t caught doing this, but was identified through the security cameras; he was charged with criminal trespass which means he can no longer enter the Library. This is about a $700 loss but the Library does have a lost and paid fund. The Brown Bag It With Books series featured The Children Act which is about a child being ordered to get medical treatment. In attendance at the program was a retired lawyer and a retired oncologist and the discussion was great. A new program started in February was Google photos; there will be a computer troubleshooting tech program coming up. Lisa reported that the new cleaning service is not great and she is not thrilled with them; they don’t empty the waste baskets, and other issues. The Children’s Department was very busy last month with circulation up 4 1/2% and walking through the door up 14%.

VIII. ASSISTANT LIBRARY DIRECTOR’S REPORT

Karen was not in attendance.

IX. FRIENDS OF THE LIBRARY

Brian Wood reported that there was a mini-media sale on March 9th where a lot of DVDs and VHS were available. The bakeless bake sale will be continuing through the end of the month. On March 30th there will be a Teddy Bear clinic, along with repairing doll clothing. The spring Book Sale is scheduled for April 26, 27, and 28, 2019.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Ellen reported the PEP Committee has met and are working on meeting norms. Their next task will be reviewing the director review to make it more appropriate for the questions from the Board. Lisa indicated to Ellen that there are two policy changes to be reviewed – one for the study rooms, and one for the art exhibit policy; she will highlight the changes and send them to Ellen. Ellen stated the PEP Committee will be meeting next week.

B. Investment Committee

Neil reported that as of February 1st the portfolio was $599,692.05 – during the month there was $516.21 in dividends. The fund had a good month with an $8,636.88 increase bringing the total as of February 28th to $608,887.20. January also saw an increase.

C. House Committee

Laurel reported that at the walk-through several windows with battered blinds were identified. Lynn checked with Tom from the Facilities Department about installing new blinds. The Transition Academy has blinds that are in good condition and will that will fit all the windows and
are in good condition. These blinds will be installed in the study rooms, adult meeting room, and children's program room. Laurel, Lisa, Karen, and Lynn looked at carpet squares. They also went to Home Depot to look at counter tops for the bathrooms; there is damage to the counter tops in the women's bathroom, and they don't look that great in the men's bathroom. The Facilities Department will pay for the new counter tops because they are rotting.

D. Facility and Site

1. Update on Library Parking Lot

Maureen asked Lisa to update everyone. Lisa reported that Dave Langdon stated that the repaving and remilling on the parking lot cannot be done until the weather warms up. The grading has to be changed on one of the sidewalk slabs. The handicap ramp from the new parking lot to the existing ramp needs to be redone. There is no news on the ground breaking for the new Town Hall. Maureen reported on the variance for the trees and the distance from the neighbors. Craig Minor has waived the $325 sign posting and variance fee for the Library. The next TPZ meeting is April 4th and the deadline is March 15th but Maureen thinks that is too soon to get the application completed. Diane stated she doesn't want new plantings to go in and then have to be moved. LeeAnn suggested a nice letter be written to the neighbors explaining what we want to do and the advantages regarding any barrier drainage. Maureen will work on the form and the application and email it to the committee for their review. Anna stated that she knows one of the neighbors and is willing to speak with him; it was decided to wait until a letter was sent and then she could reach out to him.

E. Fund Development/Legacy Society

Anna reported that she has assisted Lisa and Kevin with enhancing the registration page for the race because it seemed flat and lacked detail; it is now more robust with an expanded race operation for a virtual participant, added a fund raising option, and fund raising incentives. PowerPoint slides were created for the Library's monitor. The old race fees were updated. There was a great article in Newington Life and Newington Town Crier about the Library's 80th anniversary and all of the upcoming events. The Legacy Society’s website has added an online donation tool.

F. Budget

1. Budget Meeting with Town Council on March 14 at 7:00 PM

Patty was not in attendance. Diane reiterated her earlier comments asking anyone to attend the budget meeting on March 14th to show their support. The Library's budget is 0% based and doesn't include salaries. Diane received an email from Patty Foley which she read to the Board wherein Patty indicates that she has resigned from the Library Board. Diane indicated there are now two openings on the Board which are both town appointees.

G. Nominations

Maureen stated she had no formal report.
H. Communications

Iris was not in attendance. Patty was going to write a letter regarding the budget but it wasn’t going down the right path. There was a lot of recognition in the Newington Town Crier on the Hanel event, along with the great articles about the 80th anniversary.

I. Technology Committee

Although not sure tonight, the conference phone is working very well. Diane reminded Board members that if for some reason they are unable to attend the Board meeting in person, they have the opportunity to call in, but to just let her know in advance of the meeting.

XI. OLD BUSINESS

1. Library 80th Anniversary

Newington Life had a great article covering this. Anna asked if any kind of brochures were distributed at the Hanel events. Lisa indicated that Karen did create a brochure for the last event, along with passing out the magnets that listed all upcoming events. Diane stated that all entertainment should be informed that they are welcome to provide any promotional material to be handed out at their event, along with Karen distributing a brochure regarding the Library and the Hanel donation.

2. 2019 Hanel Events

The next Hanel event is March 24th with Grayson Hugh. Diane indicated who has signed up to help out during the next event.

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

The 5K Race meeting was held this evening. Parks and Recreation will be holding their Motorcycle Madness on May 16th and the Library will set up a table there for 5K Race registration. Diane asked for volunteers to help out that evening; Anna said she will, as will Dave and Neil.

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 mentioned that the committee has been formed but not announced at this time.

XII. NEW BUSINESS

There was no New Business.
XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Dennis Doyle made a motion to adjourn, Ellen Vessella seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:15 PM with a 10-0 vote.

The next Board of Trustees meeting is scheduled for Monday, April 8, 2019 at 7:00 PM.