

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 16, 2020**

BOARD MEMBERS IN ATTENDANCE VIA CONFERENCE CALL

Lee Bradley, Anna Eddy, Laurel Goodgion, Judy Igielski, Lisa Jones, Pauline Kruk, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock, Neil Ryan, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

Judy Igielski, Iris Larsson

STAFF

Lisa Masten, Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Karen Benner, Assistant Library Director

FRIENDS ABSENT

Kim Radda

TOWN COUNCIL LIAISONS ABSENT

David Nagel
Chris Miner

CALL TO ORDER

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

There was no report.

IV. SECRETARY'S REPORT/COMMUNICATIONS

Iris was not on the conference call.

V. APPROVAL OF MINUTES

MOTION: LeeAnn Manke made a motion to accept the minutes of February 10, 2020, Anna Eddy seconded the motion, all were in favor, Neil Ryan abstained as he was not in attendance, as did Lee Bradley as he was not on the Board in February, the motion was accepted with a 9-0 vote.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane stated that normally on the calendar would be the budget; that meeting was scheduled for tomorrow, but will not be taking place. Other items for the month of March are scheduling Hanel

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Adam O. Hyslop
Town Clerk

events; with a reminder to invite the Hanel members to these events, and the Library Director's evaluation.

Laurel thanked LeeAnn for the work that she did on the Officers and Directors liability insurance and made sure everyone received a copy of that.

VII. TREASURER'S REPORT

LeeAnn emailed the following report to the Board:

LRWL Treasurer Report February 29, 2020

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)

Opening/Beginning Balance (1/31/2020)	\$106,772.88	
Interest Earned	<u>107.48</u>	
Ending Balance (2/29/2020)		<u>\$106,880.36</u>

Santander Money Market (Restricted Funds)

Beginning Balance (1/31/2020)	\$ 7,548.45	
Income:		
Interest Earned	<u>0.60</u>	
Ending Balance (1/31/2020)		<u>\$ 7,549.05</u>

Santander Checking (Unrestricted Funds)

Beginning Balance (1/31/2020)		\$18,073.46
Income:		
2020 5K Race		
Sponsors	\$ 3,200.00	
Registration	<u>201.88</u>	
Race	\$ 3,401.88	
Dining Partners Donation	50.00	
Memorial/Adult Programming		5.00
Amazon Smile		18.90
Art and Other Commissions	<u>53.18</u>	
		<u>\$ 3,528.96</u>
		<u>\$21,602.42</u>

* Expenses:

Leadership Greater Hartford Dues	(\$ 100.00)	
2020 5K Race Expenses	(1,093.00)	
Gifts to the Library: Subscriptions	(96.59)	
General/Other Expenses	<u>(643.35)</u>	
		<u>(\$ 1,932.94)</u>

Ending Balance (1/31/2020)		<u>\$19,669.48</u>
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Santander Update as of 3/13/2020:

Unrestricted Checking Balance is \$20,584.48.

All reimbursements from restricted funds have been made to unrestricted checking account. 3/13/2020 includes deposits of \$900.00 for 2020 5K race sponsorship. To date, we have received \$8,650.00 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>

NOTE: A purchase order has been issue for shelving in this area in the amount of \$5,561.65. Other improvements are under consideration but not Purchase Order issued to date.

Insurance Update:

Thomas Fahy Insurance is reviewing all of LRWL Inc. policies for sufficient/redundant coverage. We have submitted an application and received approval for board trustee specific Management Liability insurance (Director & Officer liability coverage as well as Employment Practices Liability insurance) which will supplement Town provided coverage. Awaiting invoice in the amount \$633.00. Further action may be required if other coverages need supplementing after review is completed. We are also investigating bringing all of LRWL Inc. policies under one umbrella of a single agency for ease of maintaining coverages as well as avoiding potential redundancies and/or insufficiencies going forward.

Restricted/Unrestricted Funds (February 29, 2020):

	<u>Restricted</u>	<u>Unrestricted</u>	
Investacorp Investment Fund	\$487,273.71	\$157,736.43	
Investacorp Money Market	<u>0.00</u>	<u>\$106,880.36</u>	
Total Investacorp	\$487,273.71	\$264,616.79	
Santander Money Market	\$ 7,549.05	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 19,669.48</u>	
Totals	<u>\$494,822.76</u> (63.51%)	<u>\$284,286.27</u> (36.49%)	<u>\$779,109.03</u>

Respectfully Submitted,
 LeeAnn W. Manke
 LRWL Treasurer

LeeAnn asked if a motion was needed to pay the Greater Hartford Leadership dues. **MOTION: Laurel Goodgion made a motion to pay dues of \$100 to the Greater Hartford Leadership, Pam Raynock seconded the motion, all were in favor, and the motion passed with an 11-0 vote.** LeeAnn updated the Board on the balances which were as of Friday, however since then she has paid all the bills totaling \$27, and deposited \$535. The 5K Race currently has \$8,650 in sponsorship, along with \$235 in race registrations; as we move forward we will have to address the status of the 5K Race. Lynn will notify LeeAnn of any bills and expenses. The insurance costs \$633 but no bill has been received to date, and all insurances are being evaluated. The restricted funds have remained the same, however the unrestricted funds have changed due to the market. LeeAnn has received donations from five of the Trustees for the race; if anyone else will be making this donation that will be greatly appreciated. Diane added to please make the race donation check payable to Lucy Robbins Welles, Inc. and mail it to the Library.

VIII. LIBRARY DIRECTOR’S REPORT

Lisa reported about staff changes: Sue Schneider began her position as the Head of Collection Management on February 10th, Bailey Frances began her position as Head of Children’s on March 9th, Dorothy Russell who was a reference librarian has been hired as the new Circulation Supervisor; all management positions are filled, however the Library is still down two full time positions and will be for the foreseeable future.

Winter reading finished with 695 adults participating; 100 teens participated in the one month online winter reading – this wasn’t advertised as much, mostly through school visits, so the participation of 100 teens was great. Children’s ended on March 7th which was also Pat Pierce’s last day, however the final statistics haven’t been received regarding that participation.

Thanks to a recent upgrade in the library’s ILS software Sierra, when a patron checks out materials from the library, the date due receipt will have the amount of money they saved that day by checking out the materials they did from the library. Laurel commented that staff should point this out to patrons because it is such a wonderful idea.

Karen Benner and Jen Hebert are looking into wireless printing services; they thought they had one to use, however other libraries were not happy with the service. Karen had a meeting with her social media committee to make sure everyone is putting out the same kind of information and using the right format for the right audience – different age groups using different social media platforms. Anna stated there was a great article in the Newington Town Crier about Bailey’s appointment as the Children’s librarian; Lisa commented that Bailey is

really happy in her new position and that staff has been really welcoming to her. Lisa reported that last week was really chaotic among the 30 libraries in the consortium due to the coronavirus and what the libraries were going to do. As of last Thursday and Friday there was a lot of talk on how to protect staff and patrons. We were already doing a lot of cleaning especially computer equipment and handing out Clorox wipes to wipe down before use. Staff is following protocols and are using gloves. Some libraries started closing on Friday, however we stayed open Friday and Saturday. Saturday circulated 1400 items, from a typical 800, and over 500 people walked into the Library. A lot of people were from out-of-town – one from Old Saybrook who stated their library was closed. At a meeting with the Town Manager on Friday he stated that we are part of the municipality and are here to help patrons during this time of need. Lisa spoke with Diane and the Town Manager on Sunday who asked that Lisa wait until Monday morning to hear what Charlie Brown, head of the health district, has to say. An emergency operations center meeting was held with Charlie Brown, Mayor DelBuono, Town Manager Chapman, and all department heads to close the buildings and offer limited services to the public out of concern for everybody from staff to patrons. Lisa closed the Library Monday morning and placed a sign on the door notifying patrons. Staff stood outside to let people know this when they came through the parking lot. The Lucy To Go service is still available to patrons, all staff are answering phones so no one would be put on hold. When phone calls come in requesting materials, staff is running to the stacks and delivering to the cars. Charlie Brown stated that the virus stays on surfaces for four to six hours, therefore staff is wearing gloves when touching items, wiping down book covers and placing them on a cart overnight until returning items to the shelves the next day. Staff did not get close to anyone in their vehicles picking up items with the Lucy To Go service. All of this will continue day to day with more meetings being held to receive further information and notification should shut down have to happen completely. The Library staff is doing all they can with phone service, emails, and the Lucy To Go service. Lisa stated the Library is operating at their normal hours, however may cut this off at 8:00 PM. Staff will also print off tax forms for people if they are requested. The book drop is still open and these books are also wiped down, placed on a cart overnight, and returned to the shelves the next day. Staff who do not want to come to work during this time have to use their sick days. With regard to the pages that work at the Library, it is up to their parents if they want to send them in to work. Laurel complimented Lisa and her staff, and what great public relations having the staff outside explaining to people about the closure of the Library and what services are available. Maureen commented that Berlin is only open until 5:00 PM and there is no book drop. Neil stated that everything that is being done is great and asked about other town departments. Lisa responded that the Senior and Disabled Center is closed but is offering grab-and-go food, along with Dial-A-Ride for doctor's appointments; Parks and Recreation has cancelled all programming, and other offices are open but subject to change. Lisa also stated that fines will be waved; additionally the consortium blocks someone's card if more than \$10 is owed on a fine, but is raising that to \$50 for the time being so people can download and use online resources. Laurel asked Lisa if she and her staff can document everything that they are doing so it may be made aware how essential library services are. Lisa also commented that all programming through April has been cancelled, but keeping May programs at this time. The newsletter is being printed today or tomorrow and will have a warning on the front page of the possibility that May programming may be cancelled. If things are better come April, then staff may find some programs or events that can be scheduled last minute.

Diane commented that once again staff does an outstanding job serving the public and their willingness to create assistance and help people. She stated that it is a changeable situation and out of control, and hopes that if the State and towns are closing for 10-15 days things will no longer be an issue. She asked Lisa to pass along kudos to the staff. Diane also stated that Lisa has done a great leadership job in keeping Diane informed on what has been happening.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa indicated that Karen's report was mixed in with her report.

X. FRIENDS OF THE LIBRARY

Kim Radda was not on the conference call. Lisa reported that the book sale has been postponed with a tentative rescheduled date of June 26-28. The May bus trip to Boston has also been cancelled. The coffee machine has

been removed at this time. The Friends are still updating their ByLaws. Their Annual Meeting is scheduled for June 10th and the guest speaker is the head of the Connecticut Humane Society. LeeAnn commented that the Boy Scouts have their annual trip the weekend of June 26-28 and they always help with the book sale; Lisa responded that is why this date is tentatively scheduled. Neil attended the Friends last meeting and stated that Lisa reported on everything that he recalls from the meeting.

XI. COMMITTEE REPORTS

A. Budget

1. Library Budget Review with Town Council – March 17th at 7:00 PM

Maureen reported that the budget review meeting with the Town Council has been cancelled; the Town Manager will present on the different departments behalf with no representation there. The Town Manager has gone over the details of what the Library is asking for in their budget, and he also will look into finding money for Sunday openings. Diane commented that it is nice to have the Town Manager recognize the benefit to the community.

B. PEP Committee

1. Discussion of Chapter 1 of ACLB Trustee Manual and Distribution of Chapter 2

Laurel reported that this evening's meeting was going to have a discussion on Chapter 1 of the ACLB Trustee Manual, along with the distribution of Chapter 2; obviously this will not be taking place. However, Laurel wanted to impress upon the Library Board of Trustees that this Board is very strong with many responsibilities which is not true of other libraries in Connecticut. She stated that as a Board member your responsibility is major, not minor, and she asked that the Board members review page two of the manual that lists job descriptions for library board members. One of the major responsibilities of a board member is the responsibility of finding a library director and evaluation of that library director. Laurel asked that the Board please review Chapter 1, and Chapter 2 will be distributed next time the Board meets in person. Neil asked if most town libraries throughout the State have library boards. Laurel responded that some library directors report directly to the town manager. She went on to say that a lot of libraries were started as a memorial to somebody and over time those endowments were fritted away so towns have taken the responsibility to fund the library. Although there are 169 towns in Connecticut, there are more libraries – for example, Glastonbury has three libraries.

2. Proposed Policy on Library Behavior

Laurel reported that she emailed the following policy to everyone. She thanked Lisa for doing some of the research, and Laurel did look at other libraries policies. Laurel commented that the Board may think it is rather detailed, but it is important to give the staff authority and the confidence to speak to a member of the public who is not performing well. Laurel asked the Board if they had any questions. The Board indicated they would like to review this policy and vote on it at the April meeting. Anna suggested that in the second paragraph when mentioning the Connecticut General Statutes to put in parentheses see below. Anna also suggested making the items as bullet points as it makes it an easier read. Diane commented that this policy is as important as a human resources policy; she thanked Laurel and her committee for preparing this document. Christine also thanked Laurel and her committee for creating this very important document.

Behavior Policy (draft 3/9/2020)

The Lucy Robbins Welles Library encourages people of all ages to visit the library. Those using the Library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services. With that in mind, the Library Board has established the following rules.

The Library Board is empowered to make these rules under section 11-32 of the Connecticut General Statutes and to exclude from the library any person who willfully violates these rules.

To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate on or near the entrance. Blocking the entrance is not permitted. For the safety of all, roller skating, roller blading and skate boarding are not permitted on the grounds or in the building.

Proper attire, including shirts and shoes, must be worn by anyone entering the Library.

People shall not interfere with the ability of others to use the Library or interfere with Library employees' performance of their duties. Behavior which demands constant attention of the staff and/or disrupts service to others will not be permitted.

Library patrons will treat the Library staff, patrons, program presenters and volunteers with respect at all times. Staring at, lurking or following people, interference with, threats to, or the harassment or intimidation of other patrons, the library staff, program presenters or library volunteers is unacceptable behavior. This includes all threatening, unwanted or abusive attention by word, act, look or gesture as determined by the library staff.

Any materials removed from the Library must be checked out on a valid Library card or through other standard Library procedures. The Library staff may ask to examine patrons' backpacks, briefcases, handbags and other packages or belongings too help assure compliance with the Library's check-out procedures.

People shall not deface, mar or in any way destroy or damage library materials, furnishing, walls, machines or any other library property inside or outside the library.

Animals are not allowed in the Library, except when they are part of a library program or when they are registered service animals. Patrons should have the proper documentation and the animal needs to wear something indicating its service role.

Small, quiet snacks are permitted. Messy or odorous foods are prohibited. Drinks must have lids. People are required to clean up after themselves and to properly dispose of all containers. Food and drink are not permitted near the computers.

Photographing, filming and audio recording of library patrons, library staff and library programs are prohibited. Taking surveys, asking people to sign petitions, distributing leaflets and other similar activities are permitted on Library property only when authorized by the Library Director.

The following are examples of misconduct which are disruptive to others. Persons involved in such disruptive activities in or near the Library may be asked to leave the library and grounds.

Any behavior which disrupts use of the Library or interferes with the library's operation

Bringing dangerous weapons on the premises

Disorderly conduct

Displaying print or non-print materials of an offensive nature to others

Inappropriate displays of affection

Intoxication

Leaving children unattended

Littering

Loitering on the premises or in the parking lot

Loud noises or loud talking disturbing to other people (if headsets or cellphones are in use, they must not be audible to others)

Offensive body odor, including excessive scent, which unreasonably interferes with other patrons' ability to use the library and its service.

Offensive language

Panhandling or soliciting

Running, pushing or shoving

Sleeping that impedes others from using library spaces or resources.

Smoking, chewing tobacco, vaping and the use of narcotics or hallucinogens.

Patrons may be asked to show staff members their Library cards or other appropriate identification.

Individuals who do not conform to these rules may be asked to leave the Library. If necessary, police will be contacted to assist library staff in enforcing these rules.

Repeated misbehavior, or refusal to leave the Library when asked, can result in limited or revoked Library privileges, removal of offenders from the building or reporting violations to the appropriate authority.

The Library Director or a designee may deny access to the library to any person who violates these rules and regulations. The level of action shall be determined on a case-by case basis and shall be within the sole discretion of the Library Director or his/her designee.

Approved by the Library Board
(Date)

Connecticut State Statutes. Sec. 11-32.

The legislative body of any municipality may establish or operate a public library. Such library and reading room shall be free to the use of the inhabitants of the city, subject to such reasonable rules and regulations as the board of trustees may adopt in order to render the use of the library and reading room of the greatest benefit. Such board may exclude from the use of such library and reading room any person who willfully violates such rules, and may extend its privileges to persons residing in this state outside the city upon such terms and conditions as it may prescribe.

C. Investment Committee

Neil emailed the following report:

REPORTING PERIOD	01/31/20	02/29/20	Year-to -Date
Beginning of Period Balance	\$ 670,201.09	\$ 668,741.61	\$ 670,201.09
Additions and Withdrawals	\$ -	\$ -	\$ -
Income	\$ 63.18	\$ 492.67	\$ 555.85
Taxes, Fees Expenses	\$ (1,353.92)	\$ -	\$ (1,353.92)
Change in Value	\$ <u>(168.74)</u>	\$ <u>(24,224.14)</u>	\$ <u>(24,392.88)</u>
End of Period Totals	\$ 668,741.61	\$ 645,010.14	\$ 645,010.14

Neil reported that he emailed the spreadsheet out earlier today. February was a down month, approximately \$24,000, but through the year as of 2/29/2020 the portfolio stands at \$645,010.14. The investment committee met with financial advisor Dean Spada on March 5th and reviewed many things. One decision was to take half of the former Santander account which had approximately \$106,000 and move into a CD. At this time the portfolio has 45% in equities or stock, and 55% in nonequities. We are positioned going forward as well as we can be positioned at a time like this. Dean told the committee that their company, Kingston Management, has been highlighted and featured in Fortune Magazine. LeeAnn stated it was also in Time Magazine, and that it wasn't the Santander account, but a money market account with Kingston and prior to that it was called BofI. Neil thanked LeeAnn for mentioned that. Diane commented that the monies in stocks are in for the long haul so not to worry about what has been happening lately.

D. House Committee

1. Children's Department Redesign Project Vote

Laurel reported that Lisa ordered the new shelving for the children's area. There has been discussion about reupholstering the existing benches and fabric has been looked at. Laurel commented that in the CIP budget it mentions the leaking skylight and that the facilities department will be taking care of that this year.

Diane commented that an email vote took place with the Board of Trustees. The motion read: **MOTION: To approve funds for the refurbishing of the children's library area to include shelving and upholstery, with the funding not to exceed \$8,024.** It was a unanimous vote in favor

which was why Lisa had the go ahead to order the shelving. Diane commented that with no patrons allowed in the library, this would be a great time to install the new shelving. LeeAnn stated that the money for this project has been kept in the unrestricted checking account so when the bill comes there is nothing to worry about.

2. Roof Replacement

Laurel reported that the problem with the roof was noticed during the November walk-through. Lisa stated that it is closest to where the neighbors live; it was a big leak and luckily it fell between two bookcases. The roof itself slipped six inches down; it was fixed a week ago Friday.

E. Facility and Site

Maureen commented that at the last meeting there was discussion about the existing report that was commissioned from Library Design Services in 2016. Lisa has taken that report and gone through it in order to have a succinct document to present to the Town Council. Lisa reported that she is working on a slide presentation for the Town Council about the space needs. Lisa reviewed Leslie Berger's report and removed sections of items that have been resolved, although some things haven't changed, and some have been added. There are more problems with the roof, shingles falling off, the skylight issue has gotten worse, the new mobile shelving in the teen area is encroaching on the adult collection, the ramp in the front of the library is not ADA compliant due to the parking lot, and sidewalks have tripping hazards. The new parking lot is nice, but it is still not adequate enough parking to meet the needs of the Library. Lisa will email the Board this report with italicized updated information and pictures. The biggest issue remains not enough space. Maureen thanked Lisa for reviewing and updating the document. Maureen commented that the Board needs to decide what the next strategic step is and what should be presented to the Town; obviously space is paramount, however shingles falling down, the skylight issues, not being ADA compliant, and uneven sidewalks are all disasters waiting to happen. Anna Reynolds is getting a lot of publicity and she is not diminishing their issues, however the Library's issues are also crucial. She asked if a referendum or some kind of bonding would help and include both projects. Maureen will hold a committee meeting soon to discuss ideas of what needs to take place in the near future. LeeAnn asked if Peter Alter, the Library's lawyer, has reviewed the amendment; Diane responded that she has not heard back from him because she hasn't sent this information to him, but will do so. Diane commented that short term goals should be shared with the Town Manager and this is the perfect time to address some of these goals as there are no patrons entering the library. Lisa stated that Dave, the Library's handyman, will be doing a lot of touch-up painting while the Library is closed.

Maureen asked Lisa if she has heard anything about the formation of a search committee for a new Town manager. Lisa said she has not heard anything about this. Laurel asked about the facilities director position, and again Lisa commented that there is no information on this.

F. Fund Development/Legacy Society

Anna stated she had no report and that she was still focusing on the race.

G. Nominations

Maureen stated she had no report.

H. Communications

1. Communication Plan Review

Iris was not in on the conference call. She texted Diane and said she tried to call in a couple of times, but it wasn't connecting. Lisa Jones reported that she thinks the bottom line right now is how we

develop awareness in the community both internally and externally, with Town departments , local businesses, and patrons. She thanked the Board for their input and will summarize this information and email it to everyone. She said this has been an interesting exercise, and her immediate perspective is to begin to pull together a presentation that would support a walkthrough with the Town Council. She has started an outline about that, but needs more details. Lisa stated, on behalf of Iris, that another meeting with the Communications Committee will take place about regrouping and how to approach these tasks. LeeAnn thanked Lisa for all of her work and how she was very impressed with what she has put forward.

Diane stated that she has access to the conference bridge if people want to set up committee conference calls, and encouraged everyone to share committee information via email.

XII. OLD BUSINESS

1. Open Board Positions

There are still two Republican town appointee positions open. Diane has not heard anything more since Christine has been appointed. If anyone has any suggested names to please let Diane or the Republican town committee know.

2. Town of Newington 150th Anniversary

Diane stated she had no information on this and asked if anyone else did. LeeAnn reported on the afghans and has heard that the Newington Education Foundation attorneys are finishing up the documents transferring the ownership of the design from NEF to the Library. The Library does have a few of these afghans in stock, and once the ownership is transferred the Library can change the design aspect and potentially sell it during the 150th celebration.

Anna reported that when she attended the Newington Chamber of Commerce's Women's Networking Group meeting she met with someone who is involved in the 150th celebration. This person indicated that the celebration would kick off with a big event like a dance/ball, and close with another big event similar to that. The 150th Committee is looking for things to plug inbetween so Anna suggested maybe a Hanel event could be included and added to their calendar. The 150th Committee would create the publicity for that event. Anna has not spoken with this person since as the Chamber has cancelled all of their meetings for the immediate future. LeeAnn stated that at the 125th celebration, anyone selling anything for that event had to give 2% to the Town Committee.

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

Anna and Neil have done a great job in seeking sponsorships to support the race. However, the concern is whether the race will take place on May 17th. There was no Race Committee meeting this evening. Diane questions what has to be done if the race is cancelled as far as the sponsorship money and the race registration money that has been received to date. Can we hold onto the money and hope to schedule the race for another month? LeeAnn stated that a deposit has already been made for the race timing, however the balance isn't due until after the race. Anna commented that any online registration refund is not an issue. Diane asked new Board member Lee Bradley about his experience since he participates in races. Lee commented that his experience is if the race is cancelled then you typically do not receive a refund if you have registered for the race. He is unsure about sponsorships. LeeAnn asked if we have some kind of disclaimer in the race form. Anna was not sure about that but will review the form. Anna will also reach out to the Hartford Marathon business manager and see what they do with regard to registrations and sponsorships. Maureen commented that she will reach out to someone who is involved in the Mother's Day Race in the Park to see what they do should the race be cancelled. LeeAnn suggested that other possibilities be discussed if the race has to be postponed and what other kind of event could take place with the sponsorship monies. Pam commented that she personally walks the race and she has no problem donating her registration fee and her trustee donation, and maybe look at the

possibility of changing the date to the fall. LeeAnn stated that the Waterfall Festival is September 19th and maybe it could be tied into that event. The race takes place in May so that does allow for some time to further discuss these issues and to see what continues to happen with this shutdown of services. Neil stated he would like to have Kevin Mason's input on all of this and he will contact him and let the Board know. Lisa Masten reported that the race forms are available so a decision needs to be made before the next Board meeting. LeeAnn asked if a special meeting could be called if necessary, and the response was yes. LeeAnn reiterated if the race does have to be pushed off, maybe looking for another fund raiser to be used with the sponsorship money.

4. Hanel Events for 2020

Anna emailed the following report:

Background on the series: The George G. Hanel Fine Arts Series is made possible from a bequest from Mr. George G. Hanel. The bequest was created to allow no fewer than two programs per year that are dedicated to the arts, and which will be free of admission charges to the public.

More Background:

We spoke with Lisa about this year's World Music Day scheduled for June 21 which at one point we said we would recognize annually with a Hanel event. However, there are a number of reasons to skip it this year: (a) it's a Sunday in June, (b) it's Father's Day, (c) it's a Sunday in June! Hence, we will be skipping it this year.

After conferring with the other members of the Hanel Committee, we are proposing the following to be considered at the March meeting:

Option #1 - Wanda Houston - Sunday, October 18, 2020

I checked with Lisa on timing and she recommended a Sunday in October. Anna heard Wanda Houston at the Lion Pub Inn in Stockbridge MA recently - Wanda's powerhouse voice will blow you away and she intuitively interacts with the audience. The group is called B&B (Big and Bigger).

Date option: Sunday, October 18th will work. (Lisa suggested Sunday)

Fee: "Understanding budgets, \$600 will work fine for us as well."

Style: Blues vocal with guitar accompaniment

Length: Wanda will probably do the show in two 45 minute sets with a break.

They have CDs to sell post concert.

Here's are links to hear Wanda's powerhouse voice with B&B:

Big and Bigger (Wanda Houston) - Live at Daryl's House Club 3.18.15

Here's another link but she's singing with a larger band:

https://www.youtube.com/watch?v=6FNiRAhHD_c

Option #2 - Holiday Concert with the Larry Gareau Quartet - Sunday, December 13, 2020

We reached out to Larry Gareau ... we have used him in the past for family concerts. His quartet is excellent plus he does vocals.

Date options: I suggested Friday 12/11 and Sunday 12/13 and both are good. Larry would prefer 12/13 if possible. He thinks a Sunday afternoon concert ending with a carol sing would be very effective during the holidays. The Quartet could play a mixture of jazz holiday tunes and their normal selections, and end with a sing along. Jingle Bells, Deck the Halls etc..

Fee: \$500.00 for the group.

Style: Jazz with trumpet

Length: The last concert we played was 75 to 90 minutes.

Here's a link to Larry's bio page: <http://www.larrygareau.com/bio.html>

ANNUAL MEETING FYI...Anna did not receive a reply from Susan St. James to her "two" invitations to be our annual meeting speaker. In conversation with Neil he mentioned he would like to hear Colin McEnroe (columnist and radio personality on WNPR). Neil sent an email to McEnroe (which he did last week). We are waiting to hear; Neil has sent a follow-up email.

More Annual Meeting options: Anna has a third idea if McEnroe does not work out. Pam has a connection with a local author who has self published a book series.

The Committee would welcome recommendations from Trustees for an annual meeting speaker or future Hanel concert performers.

Regarding items #1 and 2, we think \$1,100 is very reasonable for two concerts. Wanda Houston would be a new presenter and we would be playing it safe using someone local in December. The Committee will present these options for a vote at the March meeting.

Neil stated he hasn't heard back from Colin McEnroe. Anna commented that she could do a follow up call with him, but Neil stated he would call him. Anna sent an email to the Board with the Hanel suggestions and the Committee's two recommendations for events. These events have been previewed by the Hanel Committee and reviewed with Lisa about specific dates. Laurel commented that Anna's suggestions are great. LeeAnn looked at the information Anna forwarded and stated that Wanda Houston is very good, and Larry Gareau is great. Diane explained the Hanel events to Christine and Lee. **MOTION: Anna Eddy made a motion to hire Wanda Houston for an October Hanel event at a cost of \$600, and Larry Gareau for a December Hanel event at a cost of \$500, for a total of \$1,100, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion was passed unanimously with an 11-0 vote.**

Anna will notify both of them and let Karen Benner know. Diane thinks we should have some discussions about what happens if we are still in some kind of lockdown. LeeAnn thinks there may be language in the contract about cancellations and she will ask Karen to review that.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Laurel Goodgion made a motion to adjourn, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:44 PM with an 11-0 vote.

The next Board of Trustees meeting is scheduled for Monday, April 13, 2020 at 7:00 PM.