The meeting was called to order by Diane Stamm at 7:03PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy was welcomed back and she thanked everyone for their support over these last months and how appreciative she is for her family and friends. She also indicated there are two sympathy cards being sent around for people to sign.

IV. APPROVAL OF MINUTES

On page 5 under Technology Committee the word “sure” should be “use”, and under 2019 Hanel Events the “March 24th with Grayson Hugh” should be “March 24th with Golden Scroll.” MOTION: David Nagel made a motion to accept the March 11, 2019 minutes as amended, Pam Raynock seconded the motion, Judy Igielski and Pauline Kruk abstained as they were not present at the March meeting, and the motion passed with a 9-0 vote.
V. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reported on the Annual Activities Calendar for April noting the April 7\textsuperscript{th} Hanel Concert with Grayson Hugh. She stated that the event was great, they were very personable, spoke with the audience, and stayed longer than the program was scheduled for. The volunteer appreciation breakfast is scheduled for 8:30 AM on Thursday, April 11\textsuperscript{th}. National Library Week will take place beginning on April 13\textsuperscript{th}. The Friends book sale is scheduled for April 26-28. The 5K Race meetings continuing with the race scheduled for Sunday, May 19\textsuperscript{th}.

VI. TREASURER'S REPORT

LeeAnn submitted the following report:

\begin{center}
LRWL Treasurer Report
March 31, 2019
\end{center}

ACCOUNT STATUS

\begin{tabular}{|l|c|}
\hline
Money Market in Investment Kingston (Unrestricted Funds) & \\
\hline
Opening/Beginning Balance (2/28/19) & $105,391.45 \\
Interest Earned & 25.96 \\
Ending Balance (3/31/2019) & $105,417.41 \\
\hline
\end{tabular}

\begin{tabular}{|l|c|}
\hline
Santander Money Market (Restricted Funds) & \\
\hline
Beginning Balance (2/28/2019) & $14,627.72 \\
Interest Earned & 1.23 \\
Expenses (Reimbursement Checking for Hanel Events through 3/2019) & ( 800.00) \\
Ending Balance (3/31/2019) & $ 13,838.95 ** \\
\hline
\end{tabular}

(** 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)

\begin{tabular}{|l|c|}
\hline
Santander Checking (Unrestricted Funds) & \\
\hline
Beginning Balance (2/28/2019) & $11,739.12 \\
Income: & \\
Reimbursement from Restricted from Hanel Expenses & $ 800.00 \\
5K Race Sponsors & 2,721.54 \\
5K Race Registration & 670.00 \\
Memorial/Adult Programming & 120.00 \\
Miscellaneous & 150.00 \\
& 4,461.54 \\
& $16,200.66 \\
\hline
Expenses: & \\
Hanel Program Costs & ($ 800.00) \\
5K Race Expenses & ( 1,358.00) \\
General/Other Expenses & ( 91.17) \\
& ( 2,249.17) \\
\hline
Ending Balance (3/31/2019) & $13,951.49 \\
\hline
\end{tabular}
Santander Checking Update:

Balance as 4/8/2019 is $17,322.01, including $3,800.00 from 5K Sponsors. $819.71 has been paid out for Hanel program/expenses incurred in April thus far. Once Grayson Hugh program costs are finalized, transfer of funds from Money Market (Restricted Funds) will be made to reimburse the Checking account (Unrestricted).

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

LeeAnn also mentioned that the registration for Amazon Smile has been completed. Additionally, LeeAnn and Iris went to TD Bank to for the safety deposit box. This box contains the deed for the properties and the agreement with the Town. LeeAnn suggested that for more consistency, the treasurer and a staff member should be responsible for this safety deposit box. **MOTION: Judy Igielski made a motion to have the Board of Trustees Treasurer and the Library Director be responsible for the safety deposit box that is housed at TD Bank, Laurel Goodgion seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote.** LeeAnn stated that the finances are in good shape, and she has been receiving the donations from the Trustees for the 5K Race.

A. Finance Committee

LeeAnn commented that this committee has never met and would like to revisit the necessity of having this committee. Finances are discussed at every Board meeting, along with discussions at the Investment Committee and Fund and Development Committee meetings. If there is an issue regarding finances it is discussed at these committee meetings and brought to the attention of the Board of Trustees. There was discussion as to whether the finances need to be made public; LeeAnn will do some research under FOI with regard to this issue. The Board did agree that the restricted funds definitely need to be identified, especially with regard to future expansion. Diane also stated that when asked about donating money to the Library, people should know that it is preferred to have donations be for unrestricted money in order to do things such as stack the racks, refurbish the children’s area, replace drapes, etc.

VII. LIBRARY DIRECTOR’S REPORT

Lisa was not in attendance. Karen reported the Library’s budget was submitted and nothing has been heard regarding any changes. The Town Council will vote on the budget on April 16th. The big news is the opening of the parking lot today. Mazzocolli Way is now closed to all traffic. Staff did not have a problem parking this morning, however the lot was filled by 11:00 AM and cars were noted driving around looking for spaces. Town Hall employees are parking behind the Town Hall. Vans and town vehicles that park in the Garfield Lot will be asked to park elsewhere, if possible. The Library is looking for alternative ways to combat any parking issues by reaching out to the Senior and Disabled Center, assisted living facilities, and churches for use of their parking facilities for daytime programs; additionally some daytime programs will be moved to the evenings to help with any parking issues. There is also a possibility of staying open later on Friday evenings for browsing and picking up holds, but no programs; staff needs to be shifted to accommodate these additional hours before this comes to fruition. An outdoor book drop has been ordered that will only be open during library hours. The Library is also looking into curb side delivery service to people’s cars if people contact the Library ahead of time.
indicating their need for this. Diane commended Lisa, Karen, and staff to come up with all of these alternative solutions to combat the parking issues during the construction phase of the Town Hall.

Karen also reported that there will be a Mary Poppins double feature this Saturday showing the original movie and the new one beginning at 11:00 AM. Diane Durrette begins her Made In Connecticut series on April 24th at 6:30 PM with October Kitchens.

VIII. ASSISTANT LIBRARY DIRECTOR’S REPORT

See above.

IX. FRIENDS OF THE LIBRARY

Brian Wood reported that the spring Book Sale is scheduled for April 26, 27, and 28, 2019. There will be a bus trip to Newport on June 1st. The Friends will hold a fund raiser called Flower Power where people order seeds and bulbs from a catalogue that are delivered to their door, and the Friends receive a portion of the proceeds. Some people who order these seeds and bulbs live in an apartment building and are unable to plant, so the Friends thought there could be a possibility of having a plot of land at the Library to plant these seeds and bulbs. Diane said that she and Natalie Harbeson discussed this and Diane thought it would be a great idea to do this around the Library. Tim Manke indicated the Boy Scouts could help with the plantings. Diane suggested a theme like “Give Lucy Flowers For Her Birthday” and tie it into the 80th Anniversary. The Board stated that they would like to see some consistency with the plantings like when there was the Town’s daffodil fund raiser a few years ago. Brian indicated that could be spelled out on the form to purchase only one kind of seed or bulb that could be planted around the Library.

Neil commented that he would attend the Friends meeting on Wednesday evening.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Review Expectations of Board Members, Meeting Norms Document, and Study Room Policy

Ellen passed around three documents — Board members received these documents via email. Ellen indicated that Lisa had a minor change to the Study Room Use Policy #5 changing the reservation hold time from 10 minutes to 15 minutes. MOTION: LeeAnn Manke made a motion to approve the Study Room Use Policy and Procedure change, Judy Igielski seconded the motion, all were in favor, and the motion passed with a 10-0 vote.

Ellen spoke about changes to the Expectations of Board Members document that is presently in the Trustees Handbook. There were two additions made to this document. MOTION: LeeAnn Manke made a motion to accept the revisions made to the Expectations of Board Members document that is included in the Trustees Handbook, Neil Ryan seconded the motion, all were in favor, and the motion passed with an 11-0 vote.

Ellen indicated that a brand new document that will be incorporated into the Trustees Handbook is regarding Meeting Norms for Board Members. She stated that the committee came up with the six items
and asked if the Board had any feedback. The Board agreed that the document as presented looked
good and could always be amended in the future if other points arise. **MOTION:** LeeAnn Manke
**made a motion to accept the Meeting Norms For Board Members document to be included in
the Trustees Handbook,** Iris seconded the motion, all were in favor, and the motion passed with
an 11-0 vote.

Diane informed the Board that she sent an email to Dominic Pane indicating the corporate member
openings on the Library Board.

B. Investment Committee

Neil provided the following report:

<table>
<thead>
<tr>
<th>Portfolio Balance as of</th>
<th>01/31/19</th>
<th>02/28/19</th>
<th>03/31/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Period Balance</td>
<td>$ 573,239.00</td>
<td>$ 599,692.75</td>
<td>$ 608,887.26</td>
</tr>
<tr>
<td>Income Deposits</td>
<td>$ 22.49</td>
<td>$ 516.21</td>
<td>$ 544.55</td>
</tr>
<tr>
<td>Taxes, Fees Expenses</td>
<td>$(1,167.69)</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Change in Value</td>
<td>$ 27,598.25</td>
<td>$ 8,678.30</td>
<td>$ 6,507.06</td>
</tr>
<tr>
<td>End of Period Totals</td>
<td>$ 599,692.75</td>
<td>$ 608,887.26</td>
<td>$ 615,938.87</td>
</tr>
</tbody>
</table>

LeeAnn commented that approximately $480,000 of this money is in restricted funds.

C. House Committee

Laurel met with Lisa to review the progress on the pending items. As reported at the March meeting,
there are worn blinds that were going to be replaced by blinds no longer needed in the Transition
Academy and the Facilities Department would install these blinds; unfortunately those blinds are no
longer available. Pam commented that she heard the blinds can’t be found. The new plan is to purchase
the new blinds at a cost of approximately $450. Lisa met with the Town Manager to discuss replacing
the damaged counter tops in the bathrooms. The Town Manager approved replacing the counter tops
and indicated she had received a complaint about people changing diapers on these countertops. There
are family changing areas in the bathrooms on the second floor, and signage indicating this has been
placed in the first floor bathrooms. The replacement of carpet squares in the Children’s Room has been
placed on hold. The top railing on the stairs leading from downstairs to upstairs needs to be replaced;
the Board stated it should probably be removed until there is a replacement. There is also some issues
with the handicap ramp down to the new parking lot with two eroded areas; this will be a high
maintenance issue with drainage problems and freezing in the cold weather.

D. Facility and Site

1. Parking Lot/ZBA Variance Update

Maureen reported on the status of going before the ZBA with a variance request. The present ordinance
allows for 50 feet, but can be 25 feet, however the Library would like 10 or 15 feet from the property
line. Diane commented that she received a call on Friday that the parking lot would be opened on Monday, April 8th. She also spoke with Bill DeMaio of Parks and Recreation who will be doing the majority of the planting work, but this won’t take place until the Fall. The Library still needs to go before the ZBA requesting the 10 or 15 foot variance. Maureen commented that a letter will be sent to the property owners on Hartt Lane explaining what is going on with the parking lot and some kind of barrier with trees. The neighbors should be made aware that trees should be planted on the property line to help with drainage issues. Dave commented that it should be emphasized to the neighbors that the Town is in charge of this and not the Library. **MOTION:** Iris Larsson made a motion that the Facility and Site Committee should complete the application/petition form to the ZBA requesting the variance, Laurel Goodgion seconded the motion, the motion was unanimously approved with an 11-0 vote. Maureen indicated she will complete the form and email it to the committee.

**E. Fund Development/Legacy Society**

Anna was not in attendance.

**F. Nominations**

Maureen stated that forms will be distributed at the May meeting for Board members to indicate choice of officers, and committee assignment requests.

**G. Communications**

Iris reported that the committee is down two members, and Laurel has agreed to assist with some letter writing, but would not actually serve on the committee. Ellen will be writing a letter regarding the 5K Race, and Judy will be writing a letter about Amazon Smile.

**H. Technology Committee**

There was no report.

**XI. OLD BUSINESS**

The Race wasn’t on the Agenda, but Diane thanked everyone who attended the meeting this evening prior to the Board meeting. There is an all-time high for sponsors at $10,450 which will pay for all of the equipment and the t-shirts, and hopefully money remaining to purchase the blinds and the carpet squares. Diane complimented Anna Eddy on the exceptional job she did in raising $5,000 of this sponsorship money. Diane suggested these new sponsors need to be groomed and hope to count on them for next year. Maureen will email the Board asking them to solicit prizes for the 5K Race.

1. **Library 80th Anniversary**

Events continue throughout the year and it is going well.

2. **2019 Hanel Events**
a. Next Hanel Event – Global Music Day with Larry Gareau Quartet – Friday, June 21 at 7:00 PM

The Hanel event with Grayson Hugh was held on April 7th. The next event will be on June 21st with the Larry Gareau Quartet. Board members signed up for this event are Neil, Ellen, Dave, Pauline, Judy, and Iris.

3. 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.

4. Town of Newington 150th Anniversary

Tim stated the Town Council will announce the committee of 21 people at their meeting tomorrow evening, and the committee’s first meeting is scheduled for May 7th.

XII. NEW BUSINESS

1. Staff Appreciation

Diane stated that this is the year for the Staff Appreciation. Lisa asked staff what they would like to do and they unanimously indicated that they would like to return to Wood-N-Tap as last year’s event was so great. Iris and Judy will work on the invitations. Maureen, Iris, and Pam will make arrangements with Wood-N-Tap for this event.

David commented that he will be touring the New York City Library and a private tour of the Morgan Library on April 16th with the New Britain Museum of American Art.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: David Nagel made a motion to adjourn, Iris Larsson seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:57 PM with an 11-0 vote.

The next Board of Trustees meeting is scheduled for Monday, May 13, 2019 at 7:00 PM.