

LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
April 11, 2022

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

None

STAFF

Lisa Masten, Library Director (absent)

Karen Benner, Assistant Library Director

Elizabeth Rogers, Secretary for the Board

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

Sharon Braverman (absent)

David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:11pm.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

a. Update/Report from Town Engineer

Gary Fuerstonberg said Eversource is offering incentives to towns and businesses throughout the state to install electric charging stations. These incentives are quite attractive as Eversource will pay up to \$20,000 per project/per site. The town has not signed or agreed to anything yet, but is looking at possible sites for these charging stations, such as town hall, the senior center, parks, and the Lucy Robbins Welles Library. Gary Fuerstonberg said the town is looking for the best way to serve the public and asked the board if they are interested in charging stations at the library.

LeeAnn Manke said her understanding is that the stations themselves need to be as close to the building as possible. Gary Fuerstonberg said they do not necessarily need to be right next to the building but they should be as close as possible to a power source as that lowers cost for construction. In the first quote Eversource gave the charging stations are close to the pod and in the second quote they are closer to the dumpsters.

LeeAnn Manke said she supports charging stations. However, the parking lot for the library is already very small. Gary Fuerstonberg said it would be one (1) station with two outlets.

Diane Stamm asked if these spots are reserved like a handicap spot or can someone with a gas vehicle park there. Gary Fuerstonberg said he is not sure; he believes it is more of a courtesy thing.

RECEIVED FOR RECORD  
IN NEWINGTON, CT  
2022 MAY -4 PM 2:14  
Town Clerk

Christine Shooshan said she just bought an electric vehicle and normally charges it at the Department of Transportation (DOT) or the Newington center. The Newington center has 2 spots and they are usually always taken; these spots have signage indicating they are for electric vehicles. She also commented that the stations should have all the port options as different manufacturers use different port connectors.

Gary Fuerstonberg said the town is hoping to keep the stations at or below one hundred (100) feet from the power source. Christine Shooshan asked about running them off a power pole.

Gary Fuerstonberg said yes, that is possible; that is what would need to be done at the parks. Maureen O'Connor Lyons said it is a great idea, but her concern is that these spots then become for the general public and not for library patrons. Gary Fuerstonberg said the spots would still be considered for library patrons only but it is possible that people not patronizing the library may park there.

Laurel Goodgion asked who pays for the power when someone charges. Gary Fuerstonberg said the people who are charging their vehicle.

Christine Shooshan commented that only specific stations are charged for example it is free to charge at the DOT.

Maureen O'Connor Lyons asked if Eversource would give a break on costs. Gary Fuerstonberg said somewhat yes, as they are subsidizing up to \$20,000 for installation of the stations at each location.

Fiona York said she knows people who have electric vehicles and are struggling to find charging stations; the installation of these stations could be attractive to such people looking and showcase Newington in a positive light. She also likes that Eversource will subsidize some of it.

Neil Ryan echoed what Fiona said; good idea in every way, but he asked if the town is going to pursue it. Gary Fuerstonberg said with the interest expressed here tonight by board members, yes the town will pursue it. One of the biggest hurdles will be finding funding sources for it as there are currently none.

Andy Brecher said he previously brought the installation of charging stations at Constitution Square up to the town council and it was a struggle to get them on board due to the many factors, issues and questions it brought up. He said there is no ordinance to prevent someone from parking in any space; it is a courtesy thing. In Florida, Wal-Mart is installing charging stations which will be \$0.43/per kilowatt hour. Andy Brecher's cost in Florida is \$0.12/ per kilowatt hour. He suggests finding out or determining how much Eversource or the town is looking to charge people because if it is too expensive people may not find it as attractive.

Diane Stamm said charging stations have been discussed before and they were a wish list item the library had at one point. She is okay if there is a cost to charge but since it would be on library property are there any legal issues that would arise if there is a cost to charge. She also does not want these spots to just be for charging the vehicle; they should be for library patrons.

LeeAnn Manke agrees. She asked if there are there any legal issues that could arise since the land the library sits on is not owned by the town. Gary Fuerstonberg said he hopes not but is not sure. This is part of the reason why he wanted to discuss with the board first before going further. He said the consultant they are working with has not brought up any red flags due to the land not being owned by the town.

Lisa Jones agrees that this is a great thing and would like the library to have the charging stations. Diane Stamm agrees that this should be considered but to be mindful of the expansion the board is trying to do for the library.

The board agrees that this should be pursued.

Pauline Kruk commented that in the Boston airport parking garage they had one whole floor with charging stations and it was entirely full.

Gary Fuerstonberg left the meeting at 7:40pm.

David Nagel said the budget process is moving forward. The town council is waiting until April 19<sup>th</sup> to determine if any changes should be made to the budget. The Facilities Central Committee remains intact. The town council approved a public hearing for it on April 26<sup>th</sup> to approve the committee at the next normal council meeting.

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

No report. However, she sent a sympathy card to the Igielski family.

**V. APPROVAL OF MINUTES**

**MOTION:** Anna Eddy moved to approve the minutes of March 14, 2022 as presented. Maureen O'Connor Lyons seconded the motion. Neil Ryan and Lisa Jones abstained. The motion passed.

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

Diane Stamm said they are one (1) month away from the race. The library week is typically discussed in April; there is a book sale coming up and there is normally a volunteer breakfast. She asked if the volunteer breakfast happen in April. Karen Benner said no.

Reminder to trustees if they want to donate to the race.

**VII. TREASURER'S REPORT – LeeAnn Manke**

LeeAnn Manke apologized for not submitting a written report, she was out of town and returned today.

There is currently \$45,527.69 in the checkbook balance. LeeAnn Manke has been steadily receiving funds from sponsors for the race; trustee fund support is low. She will do an analysis of the Kingston report for restricted and unrestricted funds. The library did receive a one thousand dollar (\$1,000) contribution for specific material purchases.

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

Lisa Masten distributed her report via email (see attached).

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

Karen Benner said this is a joint report as Lisa Masten is not here. During the past month, as COVID rates have decreased, they have added seating in the quiet study area and in leisure reading, opened two (2) study rooms, and added all public computers back on the first and second floors. The library had great programming during the month. The annual John and Adele Sliva Young People's literary series is back; all 3<sup>rd</sup> and 4<sup>th</sup> graders in town watched a virtual presentation by Sandra Markel. Karen Benner said she was very entertaining. Joan Briggaman, the daughter of the Sliva's, provided new copies of some of Sandra Markel's books for the students. The library is continuing to collaborate well with other area libraries by offering a variety of virtual programming. This month's collaboration included Forever Ireland with storyteller Monika Peterson and Unique Connecticut Eats with Mike Urban. The reading programs ended this month; 327 adults participated but Karen Benner does not have the numbers for the teens and children's program. The summer reading, themed Ocean of Possibilities, kicks off in mid-June. Last week the library hosted Matthew Dicks at the first in person discussion since about a year. They will be hosting Stewart O'Nan virtually on June 16<sup>th</sup> for his book Ocean State; nine (9) other libraries are also participating in this. The calendar/room management software is up and running; patrons have been liking it a lot, though it still has some kinks to work out. There is new shelving in the teen area. The new cleaning service is amazing; it is two dedicated cleaners that come in from 6:30am-9:30am. The library staff has been working to clean out the storage areas as they can no longer store items in the mechanical rooms. Lisa Masten and Michelle Royer attended the senior centers discussion last week to inform them of programs and services offered at

the library. The circulation supervisor, Katie Cornell, is on maternity leave until June; Karen Benner is supervising that department until she returns.

Fiona York asked if the virtual discussion by Stewart O'Nan is recorded for people to view later. Karen Benner said she does not know but will find out. She said that normally, authors do not want to be recorded.

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

Sheila Rowell said they are working to get ready for the next book sale as they have not had one in a while. They have lots of books to sell as many large donations have come in. As usual, any books not sold will go to Discover Books. They eagerly await the replacement of the container. It is leaving on May 3<sup>rd</sup> and within the following two (2) weeks the shed is going to be delivered. Many students have been working with the Friends and Sheila Rowell said they are wonderful to work with.

Laurel Goodgion asked where the Friends meeting is this Wednesday. Karen Benner said it is virtual. Maureen O'Connor Lyons asked for the book sale dates. Sheila Rowell said on it is on April 30<sup>th</sup> and May 1<sup>st</sup>. There is a two (2) hour premier at the beginning of the day for \$5 and a bag sale on Sunday.

#### XI. COMMITTEE REPORTS

##### a. Budget

##### i. Budget Update

Maureen O'Connor Lyons said no update at this time; the budget is intact as submitted.

LeeAnn Manke said that she pursued the possible grant options. The grant writer in town is very knowledgeable but she is unable to attend meetings for some of the grants on the libraries behalf. As such, LeeAnn Manke is attending a meeting at the end of the month.

Anna Eddy asked if anyone attended the last town meeting on March 19<sup>th</sup>. Fiona York said she was unable to attend but emailed the town council about the two (2) unfunded positions. In her email she expressed that now more than ever it is important to support these positions, the teen position specifically; she received some responses thanking her for her input.

Anna Eddy asked if Maureen O'Connor Lyons or Diane Stamm are planning to thank the town for allowing the library to be open on Sundays and for working with them on the budget. Maureen O'Connor Lyons said she will attend the April 19<sup>th</sup> meeting to express their thanks. David Nagel said it will be a hybrid meeting.

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

Laurel Goodgion said they would like to propose Scott McBride to fill the vacant Corporate library board position. He served one (1) term on the town council a few years ago and on one (1) of the early town building committees. He has two (2) kids; ages eleven (11) and eight (8). Scott McBride and his extended family are part of the local business community. Laurel Goodgion thanked Anna Eddy for providing names and contacting Scott McBride, and to Andy Brecher for doing research on said names, and to Pauline Kruk for serving on the interview panel at the last minute, and to Lisa Masten for making the Lienhard room available for the interview. Scott McBride said he would like to serve on the library board.

**MOTION: Anna Eddy moved to accept the nomination of Scott McBride to the open Corporate position. Maureen Seconded.**

Maureen O'Connor Lyons asked if Scott McBride was town liaison to the library in the past. Laurel Goodgion said she does not believe so. David Nagel said he does not believe so either. Andy Brecher said he is in favor of this; he will be a great addition to the board.

Pauline Kruk said that Scott is a sincere young man and will be a great asset to the board.

**The motion passed unanimously.**

Diane Stamm asked Laurel Goodgion to reach out and inform Scott McBride that he has been approved to join the board.

**c. Investment Committee – Neil Ryan**

Neil Ryan said the March report is not yet available so he distributed the February report as a refresher (see attached). He will distribute the March report to board members as soon as he has it from Kingston.

**d. House Committee – Diane Stamm**

**i. House Walk Through Update**

Diane Stamm did not send out the spreadsheet as not much has changed but some work orders were not reflected on the spreadsheet as they relate to spring cleaning. There are a few outdoor items to be done; the Holly next to the church door needs to be replaced, four (4) Arborvitae in the row along Hart Lane have died and need attention, the area between the library lot and the Garfield lot looks like the grass is dug up and very muddy. Diane Stamm and LeeAnn Manke have not yet met to discuss the draperies. There are a few outstanding paint touchups needed. The daffodils from the Friends fundraiser have popped up and are looking good.

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

**i. Update with LDS Meeting**

Maureen O'Connor Lyons said Andrew Berman made a site visit and has drawn preliminary plans for a forty four thousand (44,000) square foot building; this plan retains and updates the current building, it includes a relocated entrance, fifty (50) parking spaces, and outdoor space. He and Leslie Berger are meeting tomorrow to review. Leslie Berger is done with updating the feasibility study. Maureen O'Connor Lyons requested a preview of the building plans.

Diane Stamm asked for clarification on the plans, are they using the wish list the board provided to incorporate the libraries needs. Maureen O'Connor Lyons said yes.

Andy Brecher asked to schedule a meeting to review the building plans. Maureen O'Connor Lyons said yes, once she receives them she will hold a meeting.

Anna Eddy asked if the suggestions she made were added to the list before being given to LDS. Maureen O'Connor Lyons said yes, they did make it to Leslie Berger.

Andy Brecher confirmed as well.

**f. Fund Development – Anna Eddy**

**i. Legal Society Flyers**

Anna Eddy distributed five (5) documents relating to the Legal Society Flyers (see attached). Anna Eddy apologized as she did not include David Nagel on the revised flyers. She asked if everyone had time to review.

Laurel Goodgion asked what the purpose of the Legacy fund is. Anna Eddy said it is a means to accept donations, preferably as unrestricted funds.

Laurel Goodgion asked if there are policies in place for how the library spends the money. Anna Eddy said it is at the board discretion.

Laurel Goodgion feels the expenditures should be more defined. LeeAnn Manke said the Pelino fund is a Legacy fund setup for a specific purpose. Diane Stamm said the board is responsible for presenting how best to spend the funds and approving it.

Anna Eddy offered to discuss details more in depth with Laurel Goodgion. Laurel Goodgion said thank you that would be great.

Neil Ryan said he did not review the flyers in detail, but he thinks they look fine.

Pauline Kruk said she likes the recurring monthly giving option.

Anna Eddy asked how the board feels about starting low and increasing options down the road. Neil Ryan likes the lower rates.

Fiona York said she likes the graphics on all three (3) but feels it would be more impactful to add photos from previous library programming or of possible future events to show where the money may go.

Anna Eddy said she met with Kim Radda and Mary Ellen Procko to discuss fundraising options; they liked the Legacy concept a lot and they suggested the board showcase their efforts of fundraising for the library.

Andy Brecher said Anna Eddy put her heart and soul into this, he sees no reason why the board should not move forward with this. The board can make changes as needed for future flyers.

Laurel Goodgion suggested that a table with Legacy information be at a Hanel event.

Anna Eddy said Lisa Jones had a great connection for flyers in the past so Anna Eddy got a quote from them of \$240 for 600 copies.

**MOTION: Anna Eddy moved to approve the allocation of up to \$1,000 for printing of the Legacy flyers for June and December 2022. Laurel Goodgion seconded.**

Diane Stamm asked if these will be mailed out. Anna Eddy said yes.

Motion amended to increase cost as mailing will require more copies.

Lisa Jones said she would like to double check amounts with the vendor as they are now changing how many are needed.

Andy Brecher said this committee has done a lot of work and he trusts their judgment.

Motion amended to increase cost.

**The motion passed unanimously.**

Neil Ryan asked if the funds for this come out of the Santander checking account.

LeeAnn said yes, she takes it out of the unrestricted funds which are the Santander checking account.

**g. Nominations – Maureen Lyons**

Maureen O'Connor Lyons said no report. This will be discussed at the June meeting.

**h. Communications – Lisa Jones**

Lisa Jones said Karen Benner covered a lot of the communications updates in her and Lisa Mastens report. Lisa Jones thanked Christine Shooshan for her work on the table cloths and lanyards.

Diane Stamm asked to share Lisa Jones email. Lisa Jones said yes. Diane Stamm said unfortunately Lisa Jones has submitted her resignation to the board due to time commitments.

Diane Stamm said Lisa Jones has been so wonderful on the board, providing great direction and clarity for the board. She expressed her sincere thanks to Lisa Jones for her efforts on the board. Lisa Jones will be staying through the race, and if needed she will stay on for the June meeting. Lisa Jones thanked the board for this amazing opportunity.

Andy Brecher said you will be missed, and it has been a pleasure to work with you.

Christine Shooshan said Lisa Masten has the lanyards at the library, so board members can stop by whenever to pick them up. As the cost for the lanyards was only about four hundred seventy one dollars (\$471) she researched information on tablecloths and was able to purchase those. In total for both purchases, Christine Shooshan spent less than six hundred (\$600).

**XII. OLD BUSINESS**

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

Diane Stamm said they decided to do the 2-day pickup again this year as it went great last year;

signup is from 10am-2pm.

Anna Eddy said the board agreed to do a paper drive for human services. Diane Stamm asked how they will advertise this. Anna Eddy said it will be going out via email to the runners. She will call Mark Janey to have him announce it. Gary Byron said he is willing to promote this on his radio station.

Fiona York asked what the paper drive is. Diane Stamm said they reached out to human services to do a food drive but human services said they actually need paper goods. Anna Eddy will send a list of items that human services asked for.

Anna Eddy said will need a volunteer for the Legacy table on race day.

**MOTION: Christine Shooshan moved to approve \$200 to hire Dave Spitzer as DJ for the race. Anna Eddy seconded. The motion passed unanimously.**

Maureen O'Connor Lyons said Steve Parker does TIC on Saturday morning; perhaps someone can reach out to him to ask him to promote the race. Pauline Kruk said she will reach out to him.

LeeAnn Manke asked if the library is paying Stewart O'Nan. Karen Benner said no, he is doing it free of charge.

Anna Eddy said Bill Rogers is coming to the race and bringing his books again as last year he sold out early. The fundraising committee will come up with a form so that Bill Rogers can have books and autographs ready in advance.

Diane Stamm asked about the list of assignments. Anna Eddy said yes, she is working on it and will distribute when ready. Diane Stamm said it would also be helpful to have a list of who is available and what they will be doing on race day and during signup.

Iris Larsson said she may not be around that weekend as her birthday is that weekend and she may be in Rhode Island to celebrate with her grandsons.

**b. Open Board Positions**

Diane Stamm said as Scott McBride will be filling the Corporate position there is one Republican position. When Lisa Jones leaves there will be a Corporate position.

**XIII. NEW BUSINESS**

There was no New Business.

**XIV. PUBLIC PARTICIPATION**

There was no Public Participation.

**XV. ADJOURNMENT**

**MOTION: Maureen O'Connor Lyons moved to adjourn. Iris Larsson seconded the motion. The motion passed unanimously.**

**XVI.** The next Board of Trustees meeting is scheduled for May 9, 2022 at 7pm.



Library Director  
monthly report 03-22



02-28-22 Investment  
Committee Report.xls



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