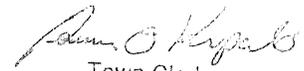


**LUCY ROBBINS WELLES LIBRARY
VIRTUAL BOARD OF TRUSTEES MEETING
APRIL 13, 2020**

RECEIVED FOR RECORD
IN NEWINGTON, CT

2020 MAY -5 PM 3:03


Town Clerk

BOARD MEMBERS IN ATTENDANCE VIA CONFERENCE CALL

Lee Bradley, Anna Eddy, Laurel Goodgion, Judy Igielski, Lisa Jones, Iris Larsson, Pauline Kruk, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock, Neil Ryan (joined at 7:21 PM), Christine Shooshan, Diane Stamm

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

FRIENDS

Kim Radda

TOWN COUNCIL LIAISONS

Chris Miner

TOWN COUNCIL LIAISONS ABSENT

David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:02PM

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

Chris Miner stated that everyone is still trying to get acclimated to these virtual meetings which are getting a bit easier. Budget discussions will restart soon, and at this time everything is a day-to-day experience with hopes to get better by the end of the month.

IV. SECRETARY'S REPORT/COMMUNICATIONS

Iris reported that she sent a get well card to Eric Rothausser on behalf of the Board of Trustees.

V. APPROVAL OF MINUTES

Judy Igielski was mentioned as in attendance and absent at the March meeting. Laurel asked that the pages be numbered, and on page five the word "fritted" should be "frittered." Diane commented that on page four under Library Director's Report it should read "out of our control" and not "out of control." **MOTION: Laurel Goodgion made a motion to accept the minutes of March 16, 2020 as amended, LeeAnn Manke seconded the motion, all were in favor, Judy Igielski abstained as she was not in attendance, the motion was accepted with an 12-0 vote.**

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane commented that due to the present circumstances the Activities Calendar is blown out of the water, however it is moving along. She did question the timing for the Library Director's evaluation and Laurel asked if Lisa could please speak with the Town Manager to review a timetable for this. The calendar does state on-going meetings and work on the 5K Race which has been postponed and will be discussed in detail later on in the meeting. Additionally, the book sale is tentatively scheduled for June. National Library Week would have taken place this week. The Hanel events will be discussed under that agenda item.

VII. TREASURER'S REPORT

LeeAnn emailed the following report to the Board, and highlighted limited activity in checking, 5K Race sponsorship and registration money. She is still waiting for the invoice on the additional insurance but she is assured it is in the process. She did receive an investment report from Kingston that reflects a substantial decrease in market losses, however noted in the report was that things are getting better:

LRWL Treasurer Report March 31, 2020

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)

Opening/Beginning Balance (2/29/2020)	\$106,880.36	
Interest Earned	<u>57.85</u>	
Ending Balance (3/31/2020)		<u>\$106,938.21</u>

Santander Money Market (Restricted Funds)

Beginning Balance (2/29/2020)	\$ 7,549.05	
Income:		
Interest Earned	<u>0.64</u>	
Ending Balance (3/31/2020)		<u>\$ 7,549.69</u>

Santander Checking (Unrestricted Funds)

Beginning Balance (2/29/2020)		\$19,669.48	
Income:			
2020 5K Race			
Sponsors	\$ 900.00		
Registration	<u>335.00</u>		
Race	\$ 1,235.00		
Memorial/Adult Programming	315.00		
Aetna Matching Grant	<u>165.00</u>		
		<u>\$ 1,715.00</u>	
		\$21,384.48	
Expenses:			
Gifts to the Library: Subscriptions	(<u>27.62</u>)		
		<u>(\$ 27.62)</u>	
Ending Balance (3/31/2020)			<u>\$21,356.86</u>

Santander Update as of 4/13/2020:

Unrestricted Checking Balance is same as March 31, 2020.

All reimbursements from restricted funds have been made to unrestricted checking account. To date, we have received \$9,550.00 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 \$ 8,024.37

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. Still 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 (March 31, 2020):

	<u>Restricted</u>	<u>Unrestricted</u>	
Investacorp Investment Fund	\$487,273.07	\$106,978.36	
Investacorp Money Market	<u>0.00</u>	<u>\$106,938.21</u>	
Total Investacorp	\$487,273.07	\$213,916.57	
Santander Money Market	\$ 7,549.69	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 21,356.86</u>	
Totals	<u>\$494,822.76</u> (67.77%)	<u>\$235,273.43</u> (32.23%)	<u>\$730,096.19</u>

Respectfully Submitted,
 LeeAnn W. Manke
 LRWL Treasurer

VIII. LIBRARY DIRECTOR’S REPORT

Lisa reported that at the March meeting she indicated that the building was closed, however curbside pick-up was still happening. That took place for about a week and it was suspended due to staff and patron exposure. A normal day of curbside pick-up was approximately eight pick-ups for the month and that week 410 curbside pick-ups took place. Staff has been all hands on deck answering phones, assisting patrons with any questions, promoting digital materials and online resources and services, making the web page clearer with instructions on how to use digital materials and online services; there has been an increase of 35% in digital audio materials and 70% on downloads of Ebooks. Hoopla typically allows five materials per month and that has increased to 10 per month. Hoopla also has a bonus collection through the end of April which does not affect the 10 per month checkouts. Tumblebooks is free to libraries and patrons until the end of August. More Overdrive materials have been purchased specifically for use to Newington residents. The Children’s staff is creating supplemental pages for virtual story times and field trips. Ancestry.com can now be accessed from home for the next month. All April programs have been cancelled, and May programs will also be cancelled. Plans for the summer are being cautiously reviewed. There be may very little programming in June, if at all. Everything is still up in the air as things are taken day-to-day. In personnel, Pat Pierce retired and Bailey Francis became the Children’s Librarian just as all of this began. Dorothy Russell is the circulation supervisor. Lisa stated that staff has been amazing handling this very difficult situation by working very hard on social distancing themselves in the Library when they are working, cleaning up the collection, cleaning the Library, taking advantage of in-house training and State Library training. With regard to the facility, a new roof was installed, and all fixtures were replaced with LED lights. Lisa also commented that she is taking money out of the print budget and transferring it to digital materials because of the increase of that use. Temporary library cards are being issued if people register online and these will be effective until July 1st when people actually have to come into the Library with an ID to get a physical library card.

Pam commented that she has taken advantage of the digital resources. She helped her mother download Libby and stated that's been a great thing for a library card holder. She thanked the staff for all that they have been doing.

Lisa Jones asked Lisa if she is documenting everything that has been taking place. Lisa stated that she has because if something like this happens in the future, procedures are in place on how to handle everything.

Diane also stated kudos to the staff and to Lisa and her leadership. All of these services and resources are making such a difference to patrons, and it is all very appreciated.

Judy asked to show appreciation if lunch can be provided to the staff. Diane responded that she is not opposed to this, but wondered about staffing on different days. Lisa and Karen both commented that this is a very nice offer but to wait until this is all over as staffing right now is just very different. About two-thirds of the staff are choosing not to come into work at the Library and are using sick and vacation time, and no one has been furloughed.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that she has been working with staff on creating videos that will promote all of the streaming services. The Children's staff is creating story time videos and posting these videos to the website, along with promotions on social media channels. She is working with NCTV to promote these streaming services. Anna asked if the Library has a YouTube channel and Karen responded yes and are working to putting information on that.

X. FRIENDS OF THE LIBRARY

Kim Radda reported that the April Friends meeting was not held so discussion on the book sale and annual meeting were on hold. The Boston trip has been cancelled. The Annual Meeting is scheduled for June 10th where election of officers should take place. The book sale is tentatively scheduled for June 26-28. These dates still have place markers and are waiting to see what happens. The Friends Executive Board voted to give the Library staff free access and free use of the coffee machine for the duration of the closure. The Friends continue to take nominations for Friend of the Year and those nominations should be sent to Natalie Harbeson by May 23rd. All information regarding Friends events are in the Friends MiniFootnotes.

XI. COMMITTEE REPORTS

A. Budget

Maureen reported that there are no updates, and obviously there was no face-to-face budget review. The budget is presently in the hands of the Town Manager to present to the Town Council. Lisa has also not heard any updates. Chris Miner stated that the Town Council is still working on the budget and no further actions have taken place up to this point.

B. PEP Committee

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

Laurel reviewed Chapter 1 specifically the job description of a Board member. She would like the PEP Committee to work on that. There are four different ways a Board member can be selected: Town Council appointment, self-perpetuating selected by the Library Board corporation, we don't elect members as some towns do, and we do not get members by virtue of their membership in any other organization or holding office in any other organization. ACLB suggests that former trustees can

support the library and Laurel thinks that is a resource that can be tapped by perhaps creating a group of former trustees to meet with annually or biannually due to their knowledge of the library and community. This group could work towards a strategic plan and support a library expansion. Another thing that the PEP Committee can work on is a more formal orientation plan for new members; there is already a formal meeting between the new members and the Library Director. Neil thinks these are all very good ideas and having PEP pursue this is tremendous. Anna stated she has never seen a personnel organizational chart and one should be created for the handbook. Laurel agreed and also suggested an organizational chart of the town; she would like to see all of this in the trustee manual as well, and how all the different committees can relate to each other. Diane commented that she likes the idea of capitalizing on past trustees and allows us to have the reward of their experience and idea sharing; all of this can only benefit the Library.

Laurel will distribute Chapter 2 online and eventually will provide the Board with a print copy as well.

2. Proposed Policy on Library Behavior

Laurel reported that she emailed the following policy to everyone. She stated that this policy was not voted on at the March meeting as the Board wanted to review it.

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.

MOTION: Laurel Goodgion made a motion to approve the Library Board Behavior Policy as presented, Judy Igielski seconded the motion. Discussion: Neil commented that the policy covers everything. Lisa said it is good and very detailed and will assist staff something very concrete to use. Laurel stated that she hopes this gives Library staff the best way to approach someone who is exhibiting behavior issues. Lisa responded that it will be very helpful. **The motion passed unanimously with a 13-0 vote.**

C. Investment Committee

Neil stated that obviously March was not a good month, but understands that the second week of April was the biggest week in 45 years. Investments are balanced as well as can be expected right now at 45/55 leaning towards nonequity. LeeAnn commented that she has spoken with Dean Spada who indicated not to do anything too crazy right now, we are in a pretty decent place, and accounts are reviewed on a regular basis. He emailed the following report:

REPORTING PERIOD	<u>01/31/20</u>	<u>02/29/20</u>	<u>03/31/20</u>	<u>Year-to -Date</u>
Beginning of Period Balance	\$ 670,201.09	\$ 668,741.61	\$ 645,010.14	\$ 670,201.09
Additions and Withdrawals	\$ -	\$ -	\$ -	\$ -
Income	\$ 63.18	\$ 492.67	\$ 1,702.22	\$ 2,258.07
Taxes, Fees Expenses	\$ (1,353.92)	\$ -	\$ -	\$ (1,353.92)
Change in Value	\$ <u>(168.74)</u>	\$ <u>(24,224.14)</u>	\$ <u>(52,460.93)</u>	\$ <u>(76,853.81)</u>
End of Period Totals	\$ 668,741.61	\$ 645,010.14	\$ 594,251.43	\$ 594,251.43

D. House Committee

Laurel emailed the attached updated spreadsheet sent to her by Lynn Caley. Additionally, Lynn sent this email to Laurel: I wanted to let you know that we are using this closed period as an opportunity to try and complete many of the tasks identified in the walk-through. The stained ceiling tiles have either been replaced or painted with ceiling tile paint. The numerous small paint touch up jobs will be started this week. I've attached an updated spreadsheet, so you can see where we stand.

Laurel commended Library staff and Dave for all of the housework that they have been doing. Lisa stated that Dave has been doing a lot of paint touch-ups, and doing a really good job on catching up on everything on the list, especially with no patrons coming into the building. The shelving is on order and should take 12-14 weeks so just waiting for that to come in. The DVDs were transferred to new housing, all nonfiction DVDs are in the quiet reference area, and the teen collection has been expanded. LeeAnn commented that the shelving order date is March 5 so 12-14 weeks should be mid-June; Lisa responded probably considering if all goes well.

Maureen reiterated how wonderful the staff has been and it is almost a blessing in disguise because so much has been accomplished due to the confinement so to speak. Expanding the teen collection and moving the DVDs are all things that would have eventually been done but slowly due to patrons being in the building. She commented that everyone is going to need a tour of the building to see where everything is now placed. Diane also gave thanks to the staff and things are getting done with no patrons.

E. Facility and Site

Maureen had no report.

F. Fund Development/Legacy Society

Anna had no report.

G. Nominations

Maureen stated she had no report.

H. Communications

Iris reported that she thinks it would be worthwhile to try and pursue NCTV to make the public aware of what the Library does, what is going on in the Library, and the tightness that is felt. She feels very strongly about this. A long time ago Marian Amodio and the Town Manager at the time had a weekly program on NCTV and it made people aware of the Library and that it is not just a building with books and videos, but with all kinds of programs. Iris thinks something like that should happen again because people do watch NCTV. Lisa stated that they do have small video clips that are available to be put on NCTV now, and Karen stated that when the Library reopens there can be even more promotion.

Maureen asked if permission is needed from the Town Manager and Lisa responded no. As long as the Library can film and tape what they want to put on and NCTV can air it, there should be no problem. Lisa commented that there are several new staff people just learning their new jobs so we need to get more information out there so people can know what we have.

Diane stated that Lisa Jones prepared a spreadsheet on how the Library fits in with other towns and she asked Lisa if she received any feedback from anyone on that. Lisa responded that she has not done any further work at this time as she has had her two grandchildren home with her since the last meeting. She did get all the information that she needed from Board members and will prepare an outline of constituent analysis and stakeholders that would be most supportive in looking towards the expansion. The work on the outline for the Town Council has been pushed out a bit and once her grandchildren are back into day care she will have more breathing room.

Iris commented that staff has been doing a marvelous job and totally agrees with some kind of luncheon. She also stated that the Town Manager is very supportive of the Library. Lisa responded that the Town Manager is very supportive of the Library, and all the Town Department heads and checks in with them on a regular basis. Diane also stated that the Town Manager has been in contact with her and about some decisions that he is making. Laurel thanked Chris Miner for attending these evenings meeting.

XII. OLD BUSINESS

1. Open Board Positions

PEP Committee indicated that there are still two Republican town appointed positions to be filled. Diane stated if anyone has any suggested names to please make her or the PEP Committee aware.

2. Town of Newington 150th Anniversary

There was no new information.

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

The Library 5K Race was originally scheduled for May 17, 2020 and discussions regarding the pros and cons on postponing and changing the date were held. Neil spoke with Kevin Mason and others and decided that the race needs to be postponed. Originally a date of September 20th, the day after the Waterfall Festival was discussed, however that is Rosh Hashanah, so a rescheduled date of Sunday, October 4, 2020 was decided on. The timer is available that day, and the sponsorship money is still available. There are 24 people already registered for the race; a large email blast was sent out to applicants explaining about the date change. Anna said that since the date change she has already seen runners register. She stated that a separate letter was sent to the sponsors indicating that their support is welcome and they will continue to be promoted. Diane stated that the website and other information have all been updated with the date change. LeeAnn asked if the Library can have a physical

representation at the Waterfall Festival for race registration. The Friends have a table at the Waterfall Festival and Kim indicated that is a great idea and she will present it to the Friends.

4. Hanel Events for 2020

Anna reported that at the March meeting the Board voted to engage the services of Larry Gareau for December; she emailed him and he responded immediately that he is all set. She also emailed Wanda Houston but she has not heard back from her; she will reach out to her again and ask if she has any concerns for October that Anna will understand. Anna will update the Board as soon as possible.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

Chris Miner thanked everyone for the opportunity to be a part of this meeting. He hopes that everyone stays well during these uncertain times and hopefully within the next 4-6 weeks moving forward to some degree of normalcy.

Lee complimented Neil and Kevin and whoever else participated in the decision on rescheduling the Race date, and is very happy that the Race is still on.

Christine Shooshan asked that the email list be updated because she is not receiving any information.

XV. ADJOURNMENT

MOTION: Judy Igielski made a motion to adjourn, Neil Ryan seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:20 PM with a 13-0 vote.

The next Board of Trustees meeting is scheduled for Monday, May 11, 2020 at 7:00 PM.

