

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
May 9, 2022

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS ABSENT

Anna Eddy, Lisa Jones

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Elizabeth Rogers, Secretary for the Board

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

Sharon Braverman (absent)
David Nagel

RECEIVED FOR RECORD
M. NEWINGTON, CT
2022 JUN -9 PM 4:05
Sharon O. Braverman
Town Clerk

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

David Nagel said there was a public hearing for the central facilities building committee and this committee was adopted during the meeting. There were minor changes to the language but nothing that affects the library. Due to the COVID uptick, the town council meeting tomorrow is virtual only. LeeAnn Manke asked if the other committees related to facilities are automatically disbanded since the town adopted theirs, or if these committees need to meet formally to disband. David Nagel is not sure but he will look into it.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson said no report.

V. APPROVAL OF MINUTES

Laurel Goodgion said *Fuerstonberg* is spelled wrong. It should be Fuerstenberg.
MOTION: LeeAnn Manke moved to approve the minutes of April 11, 2022 as amended. Maureen O'Connor Lyons seconded the motion. Scott McBride abstained. The motion passed.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said the race is priority as it is this weekend. The volunteers should arrive at 7am on

Sunday May 15th. Nominations and committees for the next year are coming up soon. The Friends book sale happened this month. Diane Stamm thanked the Friends for pulling that off.

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn Manke sent out both reports, March and April (see below).

It has been busy in terms of the accounts. Only two (2) sponsorships for the race have not been paid but those are in kind sponsorships and not financial. The library has received some generous donations; one of which is dedicated to purchasing books about women sleuth mysteries. The laptop is back from Scott Hogan as the updates are complete. Payment for the tee shirts was made last week.

LRWL Treasurer Report April 30, 2022

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (3/31/2022) \$ 45,567.87

Income:

Network for Good \$ 969.00

2022 5K Race:

Sponsors \$ 2,100.00

Registration \$ 1,359.86

\$ 3,459.86

Memorial Donations

General \$ 170.00

Solis Book Fund (Women

Sleuth Mysteries) \$ 1,000.00

\$ 1,170.00

\$ 5,598.86

\$ 51,166.73

Expenses:

General Administrative (\$ 150.00)

Laptop Upgrade (\$ 113.75)

Promotion – Tablecloths (\$ 113.70)

Insurance – D & O Premium (\$ 633.00)

Gifts to the Library: Subscriptions (\$ 309.47)

2022 5K Race:

Awards (\$ 448.75)

Timing – Deposit (\$ 500.00)

(\$ 948.75)

Author Program: ONan Books (\$ 584.75)

Memorial - Programming (\$ 148.78)

(\$ 3,002.20)

Ending Balance (4/30/2022)

\$ 48,164.53

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (3/31/2022) \$106,979.75

Change in Value/Interest Earned \$.90

Ending Balance (4/30/2022)

\$106,980.65

Santander Money Market (Restricted Funds)

Beginning Balance (3/31/2022) \$ 29,209.40

Income:

Interest Earned:

\$ 1.20

Ending Balance (4/30/2022)

\$ 29,210.60

All reimbursements from restricted funds have been made to unrestricted accounts. We continue to receive 2022 5K Race Sponsorships at a good pace. To date, most registrations are coming through the online portal. Please remember to submit Trustee Sponsorships in a timely manner.

Scott Hoagland has completed the work on the Trustee laptop required to upgrade the unit and the computer is back in the Treasurer's possession. We still need to obtain an external hard drive back up for the system. Accounting processes were maintained on a manual basis for March and April while he was working on the computer. Treasurer is working to update the QuickBooks program to update the computer records.

Restricted/Unrestricted Funds PE April 30, 2022:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$495,611.43	\$223,408.16	\$719,019.59
Kingston Money Market	<u>0.00</u>	<u>\$106,980.65</u>	
Total Kingston Portfolio	\$495,611.43	\$330,388.81	\$826,000.24
Santander Money Market	\$ 29,210.60	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 48,164.53</u>	
Totals	<u>\$524,822.03</u> (58.10%)	<u>\$378,553.34</u> (41.90%)	<u>\$903,375.37</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
May 3, 2022

**LRWL Treasurer Report
March 31, 2022**

ACCOUNT STATUSSantander Checking (Unrestricted Funds)

Beginning Balance (2/28/2022) \$ 46,037.80

Income:

Network for Good	\$ 47.50
Commissions – TSI	\$ 23.79
Amazon Smile	\$ 40.18

2022 5K Race:

Sponsors	\$ 1,500.00
Registration	<u>\$ 396.77</u>
	\$ 1,896.77

Memorial Donations

General	\$ 1,030.00
Childrens	<u>\$ 200.00</u>
	<u>\$ 1,230.00</u>

\$ 3,238.24

\$ 49,276.04

Expenses:

General Administrative	(\$ 150.00)
Promotion – Lanyards	(\$ 471.19)
Gifts to the Library:	
Collections - Books	(\$ 64.96)
Subscriptions	<u>(\$ 627.55)</u>
	(\$ 692.51)

Deschler – Garden Lady Program (\$ 350.00)

Sliva Children's Programming:

Author Visit (\$1,800.00)

Books	(\$ 234.47)	
Programming	(\$ 10.00)	(\$ 2,034.47)
		(\$ 3,708.17)

Ending Balance (3/31/2022) \$ 45,567.87

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (2/28/2022)	\$106,978.85	
Change in Value/Interest Earned	\$.90	
Ending Balance (3/31/2022)		<u>\$106,979.75</u>

Santander Money Market (Restricted Funds)

Beginning Balance (2/28/2022)	\$ 29,208.16	
Income:		
Interest Earned:	\$ 1.24	
Ending Balance (3/31/2022)		<u>\$ 29,209.40</u>

All reimbursements from restricted funds have been made to unrestricted accounts. We continue to receive 2022 5K Race Sponsorships at a good pace. Please remember to submit Trustee Sponsorships in a timely manner.

Scott Hoagland currently has the Trustee laptop and is performing the work required to upgrade the unit as well as obtain an exterior hard drive back up for the system. Accounting processes continue on a manual basis while he is working on the computer.

Restricted/Unrestricted Funds PE March 31, 2022:

	Restricted	Unrestricted	
Kingston Investment Fund	\$495,176.16	\$269,564.52	\$764,740.68
Kingston Money Market	0.00	\$106,979.75	
Total Kingston Portfolio	\$495,176.16	\$376,544.27	\$871,720.43
Santander Money Market	\$ 29,209.40	0.00	
Santander Checking	0.00	\$ 45,567.87	
Totals	<u>\$524,385.56</u> (55.41%)	<u>\$422,112.14</u> (44.59%)	<u>\$946,497.70</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
April 14, 2022

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

Lisa Masten distributed her report via email prior to the meeting (see attached).

Lisa Masten said due to the COVID uptick amongst town staff, the meeting tonight changed to virtual only. Everyone at the library, staff and patrons, is again required to wear masks. The sign in sheet has also returned and programming, starting Monday, will go back to virtual only. These past couple weeks the library has been helping with the book sale and preparing for the race as well as getting ready for the summer reading program. The Friends container is gone and the shed should come in next Wednesday. The Connecticut Library Association had a program recently discussing challenges from patrons of specific material in the collection. This is addressed for the Lucy Robbins Welles Library in the policy that the board approved from the PEP committee. Summer reading for the adults kicks off on June 7th and it starts on June 15th for the teens and children's.

Fiona York asked about the masks for unvaccinated children. Lisa Masten said the library requires

masks for children over 2 years of age.

Diane Stamm asked if there will be extra masks available on race day. Lisa Masten said yes.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said the children's department is starting their school visits in the next few weeks; at this point they will be going to school classrooms to promote the summer reading program. The library will be circulating lawn games for a week. These games include: spike ball, corn hole, ladder toss, and more. The live virtual event with Stewart O'Nan for his book Ocean State is on June 16th at 7pm. The library is selling his book with his autograph. Stewart O'Nan said he is okay with this event being recorded. Prior to his program, the library is hosting two other book discussions on June 2nd and June 9th. There was a theft earlier this month; a patron left his hat and watch in a cubicle in the quiet reference area while he browsed and when he returned the items were missing.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Sheila Rowell said the book sale was really successful, they raised over \$8,000. The Friends plan to discuss details for the fall book sale for this year during the last weekend of October. As Lisa Masten said earlier, the container is gone and they are looking forward to the shed. The Friends will be holding a mini book sale on June 11th during the town wide tag sale.

LeeAnn Manke asked how to make donations. Sheila Rowell said if someone comes in with a donation there is a bin at the library for donations. However, the Friends prefer calls ahead to coordinate the donation drop off.

LeeAnn Manke asked if the Friends are planning to bring back the Winter Fest. Sheila Rowell said they have not discussed it yet, but she believes it is something they would like to bring back. LeeAnn Manke said she talked to a few people who attended the book sale and were very happy the Friends brought that back.

Neil Ryan asked if the Friends meeting is this Wednesday. Sheila Rowell said yes. Karen Benner said she will send Neil Ryan the link for it.

XI. COMMITTEE REPORTS

a. Budget

i. Budget Update

Maureen O'Connor Lyons said no changes, it passed as submitted.

Andy Brecher asked if the board has a budget. Diane Stamm said no, but they likely should have one. LeeAnn Manke said there is no formal budget but she has a working document that she uses to track expected expenses.

Andy Brecher says it is a good management exercise that the board should likely do.

Maureen O'Connor Lyons asked who would handle this. LeeAnn Manke said she can work on it. Andy Brecher said he is happy to work with LeeAnn Manke on this.

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

Laurel Goodgion said no report.

c. Investment Committee – Neil Ryan

Neil Ryan distributed his report via email prior to the meeting (see attached).

Neil Ryan said March was a wash, no gains or losses and April was not a great month.

However, the year as a whole for the market has not been great.

Christine Shooshan noticed an error in the report; the unrestricted funds amount is incorrectly listed. Neil Ryan said he will fix and redistribute.

d. House Committee – Diane Stamm

i. House Walk Through Update

Diane Stamm said the library overall has been looking great. Minor items like painting are in progress and there are still some items that need to be done. She previously asked for work orders to be submitted to the town for certain items such as: the dead Arborvitaes along Hart Lane and the dead Boxwood on Cedar Street among other things.

e. Facility and Site – Maureen Lyons

i. Update with LDS Meeting

Maureen O'Connor Lyons distributed the LRW Study 5-9-2022 and Architect's Plan via email prior to the meeting (see attached).

Maureen O'Connor Lyons said the meeting on May 4th to review the feasibility study and the preliminary drawings for the library went well as it had a lot of thorough discussion and ideas.

LeeAnn Manke said one thing stressed during the meeting is the flexible multipurpose spaces in the preliminary plan.

As the committee asked for changes to be made, Leslie Berger should have the updated study and plan in about 2 weeks.

Laurel Goodgion said the suggested layout is exciting, especially the great usage of the parking lot. However, she wants to caution the board on the suggested atrium. They do not have the best of records in other libraries as they can be loud and let in too much light.

LeeAnn Manke said she attended the Library State Program for a grant for this project. They have an extensive website with information and ideas that can be used as a resource. When applying for the grant, the library does qualify as a public library. The town grant writer will be able to help with the application process.

Fiona York agrees with the atrium noise issue that Laurel Goodgion brought up.

Diane Stamm said she enjoyed looking at the visual plan as it showed a lot of options for the space but reiterated that it is not final and other options are and can still be discussed. Maureen O'Connor Lyons agreed.

Andy Brecher pointed out that the changes the board asked for in the plans are to create a library above and beyond other libraries; he looks forward to seeing the architect creating a design that shows all the ideas and goals can work cohesively.

Diane Stamm encourages members to read the documents and voice any ideas or concerns to the committee.

f. Fund Development – Anna Eddy

Diane Stamm said Anna Eddy did an amazing job, as always, getting sponsors for the race. LeeAnn Manke asked what will be provided at the Legacy table. Diane Stamm said the flyers that were approved at the last meeting. Karen Benner said Anna Eddy sent her various materials for display and handouts for the Legacy table.

g. Nominations – Maureen Lyons

Maureen O'Connor Lyons said June is the last meeting until September. She will be sending out the nomination forms soon and asked members to submit them before that June meeting. Fiona York asked if the descriptions for each committee are on the form. Diane Stamm said yes.

h. Communications – Lisa Jones

Diane Stamm said no report as Lisa Jones is not here.

XII. OLD BUSINESS

a. Newington Library 5K Challenge Road Race Update

After Pauline Kruk submitted her research, she and Diane Stamm discussed adding a 25th icon to the balloons. This add-on should not cost much extra than the original \$75 cost.

MOTION: Pauline Kruk moved to approve up to \$100 towards the purchase of balloons for the 5k Race. Laurel Goodgion seconded. The motion carries unanimously.

Diane Stamm thanked those who volunteered for Saturday pick up for the race.

Andy Brecher asked where to send the trustee donations. LeeAnn Manke said please send or drop off donations at the library.

Diane Stamm went over last minute items and who will be handling them:

- i. LeeAnn Manke to go to Veggie world on Friday for food pick up.
- ii. Maureen O'Connor Lyons to go to Dunkin' Donuts for the bagel pick up.
- iii. Neil Ryan to go to Trader Joe's for pick up.
- iv. Lisa Masten said the water has already been picked up.

Diane Stamm reiterated that people bring their masks.

LeeAnn Manke said the Avery's order exceeded the approved cost. Diane Stamm elaborated by saying she asked Maureen O'Connor Lyons to order 100 extra bottles as she felt the original order of 250 may not be enough and does not want to run out.

MOTION: Laurel Goodgion moved to approve the additional expenditure to cover the extra 100 bottles of Avery's. Maureen O'Connor Lyons seconded. The motion passed unanimously.

b. Open Board Positions

Diane Stamm said there are two Republican positions open.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

Scott McBride expressed how happy and appreciative he is to be on the board. He is excited to be working on the board with everyone for the library.

MOTION: Pauline Kruk moved to adjourn. Scott McBride seconded the motion. The motion passed unanimously and adjourned at 8:32pm.

XVI. The next Board of Trustees meeting is scheduled for June 13, 2022 at 7pm.



Library Director
monthly report 03-22



04-30-22 Investment
Committee Report.xls



LRW Study
5-9-2022.pdf



Architect's Plan.pdf