

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MAY 10, 2021

BOARD MEMBERS IN ATTENDANCE VIA ZOOM MEETING

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

STAFF

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

FRIENDS

Sheila Rowell

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Chris Miner

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:00 PM. Diane reported that Gail Whitney, Secretary for the Board, has tendered her resignation as of the June 14, 2021 meeting. Diane asked the Board if they know of anyone who can fill this position, to please let her know.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel reported that the Town Council has not met in a while, and the budget was passed in April with a 38.81 mill rate. There were no changes made to the Library's budget. He stated that the history walk seemed very successful, and he is sure more information on the 150th Anniversary will be discussed later on in the agenda.

IV. SECRETARY'S REPORT

Iris Larsson was not in attendance at this point in the meeting.

V. APPROVAL OF MINUTES

On page 7 under Open Board Position, the last line states that "Dave responded that she" – she should be clarified as Pauline. On page 6 under Old Business 5K Race, the sentence beginning "Her

RECEIVED FOR RECORD
TOWN OF WASHINGTON, CT
2021 JUN -9 AM 11:28
Adam O. Hyslop
Town Clerk

other idea” should read: “Her other idea is that past awards ceremony lasted too long. To shorten the ceremony the prize drawing could be held virtually the next day like the ReadySetGo giveaway was done.” **MOTION: Anna Eddy made a motion to accept the minutes of April 12, 2021 as amended, Maureen O’Connor Lyons seconded the motion, all were in favor, and the motion to accept the minutes of April 12, 2021 as amended was unanimously approved with a 9-0 vote. Judy Igielski abstained as she was not in attendance at the April meeting.**

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane commented that the calendar continues to be out-of-sync as usually there would be discussion on the 5K Race at this time, however the race has been postponed to October. Other items in the May timeframe include thinking about nominations for the annual meeting. Diane asked that at the June meeting the Board bring ideas of who should be recognized as honorees. Last year the Library staff was recognized for the outstanding job that they have done coming up with new and creative ideas during the pandemic. There is usually a speaker at the annual meeting and that can be discussed as the time gets closer and depending on Covid protocols. Diane indicated that there will be some race meetings throughout the summer to prepare for the October race, and hoped that the Board is available to attend these race meetings.

VII. TREASURER'S REPORT

LeeAnn Manke emailed the Treasurer’s Report to the Board last week. She stated that there was not a lot of activity this month other than administrative costs, such as paying the directors and officers insurance premium. Memorial donations have been coming in, and 5K money from three sponsors money has been received, so there is money in the bank. The money market funds are still being evaluated, have minimal interest at this point, and there is no real activity with the restricted funds. Today’s current balance is \$19,799. A few years ago a book fund was established with money donated by Dr. David Polino. Dr. Polino passed away a couple of years ago and his estate is being settled with a percentage being donated to the Library which should be around \$14,796 for use restricted for the Polino Book Fund. LeeAnn would like to meet with Lisa and Karen, and whoever handles memorial donations to start utilizing these funds. She commented that it is nice to be remembered by patrons such as Dr. Polino who was a great supporter of the Library in the past, and now his support continues after his death. LeeAnn stated that Santander Bank has only one branch on the Berlin Turnpike and closed their local branch. Now is a good time to research changing banks as the Library’s address has changed so paperwork and checking accounts need to be changed.

Judy Igielski asked if when someone like Dr. Polino donates money for books, is there something noted in the book that is purchased with these funds. Lisa Masten responded that bookplates are placed inside books that have been purchased with donated funds that are earmarked for books. LeeAnn suggested that this donation could be one of the honorees at the annual meeting. Diane commented that once the actual funds are received a thank you note will be sent to the family for this very nice and generous gift.

LRWL Treasurer Report
April 30, 2021

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)
Beginning Balance (3/31/2021)

\$ 19,006.99

Income:		
Memorial Donations	\$ 300.00	
2021 5K Race Sponsors	\$ 1,250.00	
Network for Good	\$ 77.00	
		\$ 1,627.00
		\$ 20,633.99
Expenses:		
Administrative Expenses	(\$ 300.00)	
		(\$ 300.00)
Ending Balance (4/30/2021)		<u>\$ 20,333.99</u>

<u>Money Market in Kingston Investment (Unrestricted Funds)</u>		
Opening/Beginning Balance (3/31/2021)	\$106,969.09	
Change in Value/Interest Earned	\$.88	
Ending Balance (4/30/2021)		<u>\$106,969.97</u>

<u>Santander Money Market (Restricted Funds)</u>		
Beginning Balance (3/31/2021)	\$ 8,999.75	
Income:		
Interest Earned:	\$.74	
Ending Balance (4/30/2021)		<u>\$ 9,000.49</u>

As of 5/5/2021:
 Balance is \$19,700.99. Annual insurance premium for D&O coverage renewed and paid this date for \$633.00. All reimbursements from restricted funds have been made to unrestricted accounts.

Dr. David Pelino bequest administrative paperwork in process. More information to follow.

Kingston Money Market (Unrestricted Funds):
 Our advisor, Dean Spada, continues to review possible options for this account which potentially could increase our earnings but still maintaining the necessary liquidity as well as continued risk aversion.

Restricted/Unrestricted Funds PE April 30, 2021:			
	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$488,389.86	\$284,823.08	\$773,212.94
Kingston Money Market	<u>0.00</u>	<u>\$106,969.97</u>	
Total Kingston Portfolio	\$488,389.86	\$391,793.05	\$880,182.91
Santander Money Market	\$ 9,000.49	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 20,333.99</u>	
Totals	<u>\$497,390.35</u> (54.62%)	<u>\$412,127.04</u> (45.31%)	<u>\$909,517.39</u>

Respectfully Submitted,
 LeeAnn W. Manke
 LRWL Treasurer

VIII. LIBRARY DIRECTOR'S REPORT

Lisa Masten reported that as of April 28, 2021 the Library is open to the public and people can come in to browse. She, and staff, is very excited to see patrons and patrons are happy to be back in the building. The Children's Department is still taking appointments. Walk-ins are welcome if there is room upstairs. There is no time limit on browsing, but there is no seating, and there are no toys or

seating in the Children's Department. As things progress into summer some of this may change. The public fax machine and the copier are available and staff is happy to help patrons. The Library is open Monday through Friday from 10:00 AM to 7:00 PM, Saturday from 10:00 AM to 1:00 PM, and curbside is available Monday through Thursday from 1:00 to 6:00 PM, and Friday from 1:00 to 4:00 PM. When patrons do come into the Library they have to complete and sign a Covid form; most people have been good about doing this.

Last Friday was Diane Durette's last day as Head of Reference, a job she has held for 40 ½ years. She just wanted a small breakfast which was held in her honor and thanking her for her many years of hard work. Diane will return in a couple of weeks as a substitute. Diane, along with Ruth Block have been at the Library for so long and with their retirements a lot of Library history is lost; they both know so many things about the Library and their knowledge is tremendous.

The Town Manager informed Lisa that money was found in the budget to complete the second phase of the carpeting for the first floor. This will take place in the next six weeks once samples have been looked at and chosen. The entire first floor will be carpeted except for the quiet study area which was done five years ago due to a leak.

The Library has applied for grants through the local Hartford Foundation Newington Community Fund Application. Money from this grant will be used to circulate 10 more WiFi hot spots. People use these hot spots for when they go on vacation, however what has been realized recently is that people who have had to give up their Internet due to losing their jobs because of Covid, are using them for their data that has run out at the end of the month. Additionally, these hot spots have been used by parents who cannot attend their children's games and these games are streaming. The Library has two hot spots now and they are very popular. The hot spots have unlimited data on them, cost \$30 per month, so it would be \$3,600 a year for 10 more, which includes extra money for cases to house them in, chargers, and additional locks.

Lisa also reported that she heard on the news that the federal government has grants available through the American Rescue Plan Act (via the Institute of Museum and Library Services). This grant will give libraries grant money to cover items in different categories such as PPE supplies, furniture for better social distancing, cleaning supplies, IT equipment, and security. The money cannot be spent on personnel costs. The grant is very specific about what the money can be used for. Lisa will email the link to the Board. Lisa will complete the application which is due by the end of June. She attended a preliminary Zoom meeting with the State Library, who is administering the grant, which explained the dos and don'ts of this grant. Should this application be accepted, the grant money for Newington will be \$21,600 and she is working on a plan to spend that money. One of the challenges is that if the IT equipment touches your network or your computer, you have to put filtering software on it. That is an issue so she will stay away from using the money on this. There is a need in the building for social distance computer usage and furniture. This is a nice plus and great news, and gives options to do different things in the building.

Laurel questioned Lisa Masten about the completion of the Covid form and isn't this contrary to our history of respecting privacy. Lisa understands Laurel's concerns, but this is being done for contact tracing and the Town Manager indicated this is what is required to do at this time. None of the information on these forms is inputted into anything; the forms are just kept in case patrons need to be notified that there was an exposure. Lisa said that the Library is extremely careful about maintaining the privacy of patrons, and their safety.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen updated the Board on personnel; the business manager position was posted to union employees and there was only one applicant from within the Town, who then decided not to move forward. The position is now posted to non-union part time people within the Library and at Town Hall; the closing date is May 20th. There are a lot of new faces when patrons come into the Library: two permanent part time people and two substitutes are completing their training and working at the circulation desk. A new Children's Department person will start this month who trained last week, and an additional Children's substitute will start next week. A reference substitute, who worked previously as a substitute in circulation, will start at the end of May.

Karen reported that the Library had two Internet express stations and it was determined that more were needed, so there are now three Internet express stations with 30 minute limits, which will probably be increased to 60 minutes. There are two catalogue computers, and one sit down database computer, these will slowly increase as needed and keeping social distancing in mind.

Diane asked, out of curiosity, how many people Karen and Lisa have trained over the last year or so. Karen stated seven people, and it does feel endless. Lisa commented that as of today staff has been merged after working in teams for more than a year. It has been never ending training new staff and it is a lot of work, but there are some really good people working here. Diane thanked them both and she is happy to hear that the Library staff has merged and back together which provides more flexibility.

X. FRIENDS OF THE LIBRARY

Sheila Rowel reported that the Friends held a book sale on Saturday, April 17th which was advertised as nonfiction, however children's and fiction were also available. There was a very good response to this book sale, and another one is scheduled for the first week of June. They are a long way from cleaning out the container, but things have been put in order which has been a big help in finding items. Laurel asked when the Friends anticipate accepting donations again, and Sheila responded hopefully after the next book sale on June 5th.

XI. COMMITTEE REPORTS

A. Budget

1. Budget Update

Maureen stated she had no report, and David Nagel updated the Board that the budget has been passed.

B. PEP Committee

Laurel stated she had no report.

C. Investment Committee

Neil emailed the monthly report to the Board today. April was a good month with a balance of \$773,212.94 which is 3.88% up on the year. There have been three solid good months; down in January, but up in February, March, and April, and doing well for the year so far.

D. House Committee

Laurel stated that Jennifer sent an email about the carpeting and Laurel is delighted that is happening. Diane agreed that it was nice to see that this money is coming in our direction. Diane also stated that she was in the Library for a browsing session and the Library looks really nice.

E. Facility and Site

Maureen stated she had no report.

F. Fund Development/Legacy Society

Anna will email the Board a selection of Legacy flyers. She reminded the Board that a flyer was sent out around the holidays as an insert in the Footnotes newsletter, along with being sent to the ReadySetGo distribution list. It is timely to do another flyer and let people know about the opportunity to support the Library with the upcoming 5K Race as a donor or an armchair participant.

G. Nominations

Maureen stated she had no report, but the Board should start thinking about nominations for officers. Diane reiterated Maureen's comments that the Board should start thinking about committee assignments and officer positions for discussion at the June meeting.

H. Communications

1. Finalized Mission Statement

Lisa Jones reported that the Mission Statement has been finalized and she will email it to the Board.

2. Key Messages Update

Lisa Jones reported that work continues on key messages and updating the existing one with information on the Library's opening. Once she works on that she will share it with Lisa Masten, finalize it, and email it to the Board. Pauline is working on a key message regarding the Library's space issues. Lisa Jones has emailed the Board over the last month with slogan ideas, and what looks like to be the finalized version: Your Community Connection – she asked if there are any restrictions regarding the logo around the slogan. Diane strongly suggested that a similar logo as to what the Library uses now be used so it is immediately recognizable to everyone.

3. Bookmarks

Lisa Jones will mail the bookmark to the Board. There were 250 bookmarks printed and 210 were given to the Department of Human Services and the Senior and Disabled Center for distribution. The front and back of the bookmark has the hours of operation, the Library's address and website, and "did you know" information on the backside about revitalizing services, supporting the

community, digital collections, Friends of the Library book sale, virtual programming, etc. Christine Shooshan spoke with the superintendent of schools about doing similar bookmarks for elementary and middle school children. Christine stated that the superintendent was amenable to this stating that 5th grade would include the elementary although they are housed in the middle schools. These bookmarks would have one side with basic Library information, and on the backside a list of programs for elementary programs, and a separate bookmark for teens; two different bookmarks and two different colors. These bookmarks will be delivered to the superintendent who will distribute them with a letter to school staff explaining how they should be distributed.

Diane commented that the bookmarks should definitely be proofread with the Library's new address of 100 Garfield Street, and not 95 Cedar Street. Diane also told Lisa Jones to email the different versions to the Board instead of mailing them out.

XII. OLD BUSINESS

1. Newington Library 5K Challenge Road Race – Sunday, October 3, 2021

Anna spoke with Kevin Mason who sent out announcements regarding the 5K Race to runners from the last three years. As of today, 16 participants have registered – 13 adults and three youths. Kevin will send out another reminder that registration is now open. Anna mentioned that 5K Race meetings will be held at 6:30 PM on June 14th, which is the day of the next Board meeting, August 9th, September 13th, and September 27th. There was discussion that a 5K Race meeting could not be held before the September 13th Board meeting as that is the same date as the annual meeting; this date will change to another day in September. Anna is still working on sponsors and she is hoping for a commitment from a couple of them; she will keep the Board informed. Diane asked the Board if they know of anyone who would like to be a sponsor, to let Anna know as she has all the sponsorship documentation.

2. Open Board Positions

Diane was approached by someone who is interested in the corporate position; an interview will be set up with Laurel. There are still three Town positions: two Democratic and one Republican. It seems that word of mouth advertising has worked better, so if anyone knows of someone who might be interested to please let Diane or anyone on the Board know.

3. Town of Newington 150th Anniversary

Lisa Masten reported that the story walk held at Mill Pond was nicely done; there were 20 different signs about the history of the Library from how it started to current day. Additionally, members of the Friends were on the front steps of the Library with displays about the Library and its history, along with handing out 1939 snacks like Lays potato chips and Rice Krispy treats. There were about 130 people visiting the seven historical sites that day. Extra maps were printed to make sure people knew where to go. It seemed that people were very interested, and they were very nice.

Dave commented that future plans for the 150th Anniversary include an online virtual game which is on the Town's website, a town wide tag sale in early September that people would have at their homes, a beard growing contest, a golf tournament in the fall, and an Anniversary Ball at the Town Hall gym on October 1st. Tickets will go on sale through Parks and Recreation for that. Newington Life's June issue will have an article written by Kathy Clark who planned the historical walk, along

with tons of pictures related to the library and Mill Pond. Neil stated that there is a large range of activities for this event.

XIII. NEW BUSINESS

Diane asked the Board to be prepared to talk about the annual meeting, committee assignments, and nominations at the Board's June meeting. Normally a speaker is locked in at this time, but not knowing what Covid restrictions will be in September this is on hold.

LeeAnn commented that she currently has a laptop in her possession and it is running very slow. Scott Hoaglund is looking at it and it needs some improvements. She doesn't have any costs related to these improvements, but it needs to either be brought up to speed or another laptop needs to be purchased. Scott has given some recommendations and indicated that the hard drive is running extremely slow.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Judy Igielski made a motion to adjourn, Christine Shooshan seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote at 8:12 PM.

The next Board of Trustees meeting is scheduled for Monday, June 14, 2021 at 7:00 PM.