BOARD MEMBERS IN ATTENDANCE
Anna Eddy, Laurel Goodgin, Judy Igielski, Pauline Kruk, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, David Nagel, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT
Dennis Doyle, Neil Ryan, Ellen Vessella

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

FRIENDS
Brian Woods

TOWN COUNCIL LIAISONS
Tim Manke

TOWN COUNCIL LIAISONS ABSENT
Jim Marocchini

CALL TO ORDER
The meeting was called to order by Diane Stamm at 7:00PM. Diane thanked the Board for attending the 5K Race meeting this evening.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy stated she had no report.

IV. APPROVAL OF MINUTES

On page 2 under Annual Activities Calendar the word should be “the” not “they” – correction under Treasurer’s Report via LeeAnn the ending balance should be $13,828.95 not $13,838.95; on page 3 under Treasurer’s Report the sentence reads “TD Bank to for” it should just be “for”; on page 4 under PEP the vote says “10-“ and it should be “10-0”; on page 5 the sentence regarding the email to Dominic Pane should be clarified that it is a Republican corporate member; on page 5 under House Committee the sentence should read “There are also” not “there is also”; and on page 6 under Old Business regarding prizes for the 5K Race, it should be clarified that Maureen will email the Board asking them to follow up and obtain new prizes for the 5K Race, not solicit. MOTION: Maureen O’Connor Lyons made a motion to accept the April 8, 2019 minutes as amended, Judy Igielski seconded the motion, and the motion passed with a 10-0 vote.
V. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reported on the Annual Activities Calendar for May noting that the Board has their assignments for the Sunday, May 19th 5K Race with registration beginning at 7:30 AM. Forms for committee assignments and the evaluation letter are due to Maureen. The Friends May Book Sale actually took place in April. Diane asked the Board to think about nominations for the September Annual Meeting for discussion at the June Board meeting. Judy asked about the framed library prints and the afghans.

VI. TREASURER'S REPORT

LeeAnn submitted the following report:

LRWL Treasurer Report
April 30, 2019

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)
Opening/Beginning Balance (3/31/19) $105,417.41
Interest Earned $25.13
Ending Balance (4/30/2019) $105,442.54

Santander Money Market (Restricted Funds)
Beginning Balance (3/31/2019) $13,828.95
Interest Earned 1.09
Expenses (Reimburse Checking for Hanel Events through 4/2019) (878.39)
Ending Balance (4/30/2019) $12,951.65

Santander Checking (Unrestricted Funds)
Beginning Balance (3/31/2019) $13,951.49
Income:
Reimbursement from Restricted from Hanel Expenses $878.39
5K Race Sponsors 4,668.51
5K Race Registration 1,080.00
Memorial/Adult Programming 95.00
Miscellaneous 259.20
6,981.10
Expenses:
Hanel Program Costs ($778.39)
5K Race Expenses (2,535.00)
Memorial/Adult Programming (192.23)
General/Other Expenses (391.17)
(3,896.79)
Ending Balance (4/30/2019) $17,035.80

Santander Checking Update:
Balance as 5/13/2019 is $18,479.52, including some race registration fees, sponsors, and race costs (net +$1,378.26), unrestricted donations (+$284.43), restricted adult programming costs and donations (net -$150.00), miscellaneous expenses (net -$68.97).

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer
LeeAnn also mentioned that the 5K Race monies include $12,968.31 in sponsorships and registrations to date, with $4,293 in payments at this point. There is $650 in sponsorship money due, along with the balance of the cost for timing, and other miscellaneous expenses. With regard to the Newington Education Foundation and the afghans, they are finalizing the legal paperwork on the design rights so LeeAnn will now go ahead with the authorization for the sales tax collection number. Iris commented that this is a very busy month for LeeAnn with the Race money, along with other Treasurer responsibilities.

A. Finance Committee

LeeAnn had no report.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that two new services have begun partly in response to the challenges of the parking. The first is Lucy To Go Curb Service where patrons can call in advance, provide their library card, ask for pick up of books and/or holds, a time will be arranged for the patron to come by and pick up their library materials where a staff member will bring it out to the patron’s car. The other service is a curb side outdoor book return bin. These services have had a soft opening and will now begin to be publicized. The new shed was turned 180 degrees last Thursday so the doors are now facing out; the Friends are very happy about this. Summer Reading program will begin on June 11th for adults and June 14th for children and teens. The theme this year is space and is called A Universe of Stories. In the past the adult kickoff was for two shifts, one in the morning and one at night; it will now be all day. Additionally, as was done last year, there will be a Friday night all ages kick off which was very popular. In personnel, Lillian Couto, a 20+ year circulation employee retired, however she has already committed to returning to volunteer. Kristina Sutay of the circulation desk has resigned due to family reasons. Lisa stated that the Newington Chamber of Commerce will be awarding the Library the Public Service Award at the Chamber's Annual Meeting on May 31st. When the new Footnotes is published, it will be noted that several programs will now be held on Friday evenings, along with offsite at the Senior and Disabled Center; this is to alleviate any parking issues.

Diane thanked Lisa and the staff for all of their efforts in making the parking situation work for the patrons. Everything that is being done – from the curb side service to reworking programming, to the drop off bin – are all so appreciated and staff are to be commended.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that she presented a program at the Newington Historical Society on the history of the library. Dave Nagel commented that it was very informative and interesting. Karen thanked Lisa for her help with the PowerPoint presentation which will be made available on the Library’s website. Karen, Jen Hebert, and Carlene Peterson have been working on a video for the Acorn TV service that can be viewed on the Library’s website. The teen librarians held a program featuring the graphic novel Changing Ways which deals with mental illness; the librarians thought this went very well. Children’s Librarian Pat Pierce held a townwide meeting for media specialists.

IX. FRIENDS OF THE LIBRARY

Brian thanked the Board members who volunteered at the Book Sale. He also thanked Tim Manke and the Boy Scouts for all of their help. The Book Sale raised $14,085. He asked that the Board provide him
with any feedback. He also stated that there were a lot of new dealers this year from out-of state. He stated the student volunteers are wonderful. The Friends will have a bus trip to Newport on June 1st.

The Friends Annual Meeting is June 12th. Anna commented that she attended the Friends meeting and discussed Amazon Smile; she has volunteered to make up a PowerPoint slide that will highlight Amazon Smile for the Friends, for the monitors, and for the Footnotes newsletter.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Ellen was not in attendance. Pauline reported that the PEP Committee will be meeting on June 6th. LeeAnn stated that she is collecting the Library Director evaluation forms and she will bring them to Ellen. The Town Manager’s schedule for review has changed, so the Library Director evaluation form distributions may be rearranged to accommodate the Town Manager’s schedule.

B. Investment Committee

Neil was not in attendance, but emailed 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>
<th>04/30/19</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Period Balance</td>
<td>$573,239.90</td>
<td>$599,692.75</td>
<td>$608,887.26</td>
<td>$615,938.87</td>
<td>$573,239.90</td>
</tr>
<tr>
<td>Additions and Withdrawals</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Income Deposits</td>
<td>$22.49</td>
<td>$516.21</td>
<td>$544.55</td>
<td>$1,934.09</td>
<td>$3,017.34</td>
</tr>
<tr>
<td>Taxes, Fees Expenses</td>
<td>$(1,167.89)</td>
<td>$ -</td>
<td>$ -</td>
<td>$(1,258.25)</td>
<td>$(2,426.14)</td>
</tr>
<tr>
<td>Change in Value</td>
<td>$27,598.25</td>
<td>$8,678.30</td>
<td>$6,507.06</td>
<td>$11,559.25</td>
<td>$54,342.86</td>
</tr>
<tr>
<td>End of Period Totals</td>
<td>$599,692.75</td>
<td>$608,887.26</td>
<td>$615,938.87</td>
<td>$628,173.96</td>
<td>$628,173.96</td>
</tr>
</tbody>
</table>

LeeAnn commented that $498,778.790 of this money is in restricted funds.

C. House Committee

Laurel provided the following report:
1. Replacing worn window shades.

Two sets of window shades have been purchased for the Community Room and we are waiting for Facilities to install them. The fresh new shades are a contrast with the old window valences which now look worn and should be replaced.

The purchase order for shades for the children’s program has been approved and they will soon be purchased. The valences on these windows were replaced a few years ago and are in good condition.

2. Replacement of the damaged counters in the first floor rest rooms.

The Town Manager has approved replacing the damaged counters. Quotations were obtained from Home Depot on different types of counter material. Town Engineer Gary Fuersenberg wants Corian to be used, which will require installation by Home Depot. The counter would be Corian and the sinks would be porcelain. Estimate is $6,500 to replace the counters and sinks in both rest rooms.

3. Replacing areas of worn carpeting.

The former Facilities Director thought that there might be CIP funds to replace some of the worn carpeting. However, he is no longer on staff and the Town Manager had not been informed of this plan. She has not approved replacing the carpeting.

This project is on hold. However, cost estimates have been obtained from McBride Carpeting for carpeting the children’s room and the community room so we have the information available if the situation changes.

4. An attractive outdoor book drop has been installed on the south side of the Library next to the parking lot and is in use.

5. A more attractive sign needs to be purchased to direct library users from the parking lot into the Library.

6. Before the new parking lot was opened, there was concern that patrons would attempt to enter the Library through the non-public doors on the south side of the library but this has not been an issue.

7. Parks and Grounds has seeded the landscaped areas in the new parking lot.

8. Lynn Caley is preparing a list of upholstered furniture in order to get a quote on the cost of getting it steam cleaned by the Library’s cleaning company.

D. Facility and Site

1. Parking Lot/ZBA Variance Update

Maureen reported on the status of the ZBA meeting regarding the variance request. Craig Minor had advised that the Library go before the ZBA regarding the 10 foot variance. Maureen attended the ZBA meeting on May 2nd, along with Newell Stamm who graciously spoke on behalf of the Library due to his knowledge and felt that a variance was not needed. Residents of Hartt Lane who are opposing this variance spoke. ZBA had many questions and wanted to investigate this issue further and obtain more information; another hearing was scheduled for June 6. Since this May 2nd meeting, more information has become available. Diane spoke with Peter Alter, the lawyer who originally drafted the agreement on
the parking lot. The Library has received misinformation and they should not have gone before the ZBA, but should go before TPZ. The Town regulations state there needs to be a 25 foot buffer between businesses and residences, however that is for a physical structure. The plantings would be along the property line which will help with drainage. **MOTION:** Maureen O'Connor Lyons made a motion to engage legal representation with Peter Alter to review the regulations, Laurel Goodgin seconded the motion, all were in favor, and the motion passed with a 10-0 vote. The Hartt Lane residents are upset with the Library, but Maureen adamantly explained to them that this is a Town issue, not the Library. Lisa commented that she has no idea who is working on this project for the Town, and that the Library is getting backlash because of this. Judy was told that Parks and Recreation were in charge of the plantings; Parks and Recreation did and will seed, and put in grass. There are still town vehicles in the parking lot which are supposed to be moved. Lisa commented that the Library will be closed the day of the Extravaganza, Saturday, July 20th.

E. Fund Development/Legacy Society

Anna reported that the committee hasn’t met this year, but things are still getting done. Anna has been focused on updating the 5K Race website which is indirectly tied with fund development. She has asked Lisa to develop some online tools for the Legacy Society pages to accept donations. The Library will have a booth at Motorcycle Madness on May 16th and will have information relating to the Legacy Society, and also about the 5K Race. Set up for this booth begins at 3:00 PM, the event opens at 7:30 PM and closes at 9:30 PM followed by fireworks.

F. Nominations

1. Collection of Completed Nomination Forms

Maureen asked that the Board complete the nomination forms and return them to her. Dennis Doyle will be retiring from the Board at the June meeting after 37 years. There are now three Board positions open and PEP would like some recommendations.

G. Communications

Iris reported that Ellen had a letter published regarding the 5K Race, Judy is working on a letter regarding Amazon Smile.

H. Technology Committee

There was no report.

XI. OLD BUSINESS

1. Library Road Race – Sunday, May 19, 2019

The Race Committee met this evening, and the event is this Sunday, May 19, 2019.

2. Library 80th Anniversary

Events continue throughout the year. The 5K Race t-shirts have the 80th anniversary logo on them.
3.  2019 Hanel Events
   
a.  Next Hanel Event – Global Music Day with Larry Gareau Quartet – Friday, June 21 at 7:00 PM

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. Pauline was asked to purchase two large platters of cookies, all other supplies are set.

4.  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. LeeAnn indicated that the Annual Meeting is a separate line item in the operating budget.

5.  Town of Newington 150th Anniversary

The committee has met once and has another meeting scheduled for next week.

6.  Staff Appreciation

Lisa asked for suggested dates for this event that will take place at Wood-N-Tap. She will look into the availability of Friday, September 27th.

XII.  NEW BUSINESS

There was no New Business.

XIII.  PUBLIC PARTICIPATION

There was no Public Participation.

XIV.  ADJOURNMENT

MOTION: Judy Igielski made a motion to adjourn, Pamela Raynock seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:43 PM with an 11-0 vote.

The next Board of Trustees meeting is scheduled for Monday, June 10, 2019 at 7:00 PM.