

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 8, 2020

BOARD MEMBERS IN ATTENDANCE VIA ZOOM MEETING

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

BOARD MEMBERS ABSENT

Lee Bradley, Pauline Kruk

STAFF

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

FRIENDS

Kim Radda

TOWN COUNCIL LIAISONS

David Nagel
Chris Miner

GUEST

Paul Boutot

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:01 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel reported that the Town Council met after the last Library meeting in May, however have not had any recent meetings. He also stated that he may not be able to attend tonight's entire meeting as he has another Zoom meeting later. Diane asked about any updates to the budget, and Dave responded that the budget has been passed, along with the approval of the Library's CIP request for new carpet.

Chris Miner stated that Dave's report was correct.

Diane commented that Paul Boutot was on this Zoom meeting for technical assistance and Diane thanked him for the support.

IV. SECRETARY'S REPORT

Iris stated that she had no report.

RECEIVED FOR RECORD
IN THE OFFICE OF
2020 SEP -8 PM 3:20
Adam O'Keefe
Town Clerk

V. APPROVAL OF MINUTES

Laurel stated that on page 3 under Library Director's report towards the bottom of the page it should read "this number doesn't come to pass" instead of "this number has to come to pass" – additionally on page 6 under Facility and Site the word "worked" should be "work." **MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of May 11, 2020 as amended, LeeAnn Manke seconded the motion, Pam Raynock abstained as she was not in attendance at the May meeting, and the motion to accept the minutes of May 11, 2020 as amended passed with a 10-0 vote.**

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reported on the month of June where it is usually finalizing things that took place for the May race, however the 5K Race has been postponed until October. Additionally, planning for the September Annual Meeting is noted although at this time this meeting is scheduled but its format is unknown. There are no Board of Trustees meetings held in July and August, however the different committees continue to meet as needed to get some of their projects done. At this time the Annual Meeting is scheduled for September 14th, and the 5K Race is scheduled for October 4th.

VII. TREASURER'S REPORT

LeeAnn emailed the following report to the Board:

LRWL Treasurer Report
May 31, 2020

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)

Opening/Beginning Balance (4/30/2020)	\$106,941.38	
Interest Earned	1.20	
Ending Balance (5/31/2020)		<u>\$106,942.58</u>

Santander Money Market (Restricted Funds)

Beginning Balance (4/30/2020)	\$ 7,550.31	
Income:		
Interest Earned	0.64	
Ending Balance (5/31/2020)		<u>\$ 7,550.95</u>

Santander Checking (Unrestricted Funds)

Beginning Balance (4/30/2020)		\$20,960.27
Income:		
5K Race: Sponsor	\$ 150.00	
Amazon Smile	\$ 11.26	
Aetna Matching Donations	\$ 142.56	
Memorial Donations	\$ 667.00	
		<u>\$ 970.82</u>
		<u>\$21,931.09</u>

Expenses:

Insurance: D&O	(\$ 633.00)	
Gifts to the Library: Subscriptions	(\$ 165.56)	
		<u>(\$ 798.56)</u>
Ending Balance (5/31/2020)		<u>\$ 21,132.53</u>

Santander Update as of 6/2/2020:

All reimbursements from restricted funds have been made to unrestricted checking account.

CLARIFICATION: To date, the checking account includes actual receipts of \$8,250.00 for 2020 5K race sponsorships of the total promised \$9,700 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	<u>\$ 8,024.37</u>

NOTE: A purchase order has been issued for shelving in this area in the amount of \$5,561.65. Other improvements are under consideration but no Purchase Order issued to date.

Insurance Update:

The board of trustee specific Management Liability insurance (Director & Officer liability coverage as well as Employment Practices Liability insurance) which will supplement Town provided coverage is in place. Thomas Fahy Insurance is reviewing all of LRWL Inc. policies for sufficient/redundant coverage. 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 (May 31, 2020):

	<u>Restricted</u>	<u>Unrestricted</u>	
Investacorp Investment Fund	\$488,253.81	\$157,425.21	
Investacorp Money Market	<u>0.00</u>	<u>\$106,942.58</u>	
Total Investacorp	\$488,253.81	\$264,367.79	
Santander Money Market	\$ 7,550.95	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 21,132.53</u>	
Totals	<u>\$495,804.76</u> (63.46%)	<u>\$285,500.32</u> (36.54%)	<u>\$781,305.08</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

LeeAnn reported that there hasn't been much activity with finances as the Library has been closed. She did report that the balance pledged for the 5K Race sponsorship was \$9,700 of which \$8,250 has been received which includes the Trustees money. Invoices were received for the children's room improvements with a total of \$6,584.15 which leaves a balance of \$1,440.22 of the monies from the 2019 5K Race. There is approximately \$15,000 in the checking account after the checks that she recently wrote, and with insurance premiums due in July and August the balance by fall should be around \$12,000.

VIII. LIBRARY DIRECTOR'S REPORT

Lisa reported that curbside service started again on June 1st with an average of 40 people the first day and 70 people the second day. This is starting to catch on with people receiving their hold notices, and everyone is very appreciative of this service starting up again. The Library hours have changed with staff answering phones from 10:00 AM to 7:00 PM, curbside service Monday through Thursday from 10:00 AM to 1:00 PM and 4:00 PM to 6:00 PM; possibly in July they will start with Saturday morning pickups.

Kickoff for the virtual summer reading program will begin next week; obviously due to the pandemic there will not be a big kickoff event for children, all ages, or adults. Summer reading will be held online and patrons can call in to register and enter the weekly drawings. There is a plan to hold the adults finale virtually with a live drawing and then making sure that prizes are delivered afterwards. Last year the teen summer reading program was all online so it will be similar this year where students fill out a Google

form for every book they read, and there will be weekly drawings. Children are able to participate with a reading log online. Information regarding all of this will be printed out for people who don't have computers. Grab and go gifts will be available for people to pick up.

The State Library delivery system started up again this week and they are just getting the backlog from the warehouse. This was a chance for the warehouse to be cleaned out and libraries have found out that there were items in the warehouse from three years ago. There is a new interim State Library Director just named – Maureen Sullivan who is the past president of the American Library Association, and Lisa stated that they are very lucky to have her. Librarians are excited that she will help with upgrading the delivery system.

Town Manager Keith Chapman started a weekly meeting of the leadership training program for town department heads. Governor Lamont has libraries opening in Phase 2 starting June 17th, however the Lucy Robbins Welles Library will wait to get direction from the Town Manager and the health district director. A Plexiglas shipment was received for all of the public service desks. There will be a lot of things to do before the library opens to the public and staff is working on a checklist, but there is no actually opening date for the building yet. Diane commented that she continues to be amazed at what the staff has been able to accomplish with remote services and maintenance.

Iris commented that it is wonderful that the Library will be opening again and asked if there was anything the Board could do to celebrate a reopening. Lisa said that the Library has to be mindful of crowds, no serving of refreshments, but there will be signage welcoming patrons back. Patrons are going to be surprised with how different the Library looks with nobody sitting next to each other, spaces between computers, no programming, no meeting space, and hopefully people will just come in to get their materials and leave.

Diane stated that she doesn't want to add more work to Lisa's or the staffs plate, but asked if something can be shown on Facebook and NCTV with what has been done to the Library so people can see the changes and safety rules. Lisa responded yes and hopes to provide a tour before reopening about what is different at the Library and show this virtually. LeeAnn asked Lisa if she needed any more masks, and Lisa stated she will let her know. Lisa explained that right now the Library is on split staff and will be back to full staff once reopening, however staff will need to have staggered hours.

Pam commented that she has used the curbside pickup and knew that people should not get out of their cars, however once staff give the books to patrons, they run back into the building and hopes that doesn't give the impression that they are scared. Lisa responded that she has done a couple of curbside pickups and she doesn't want people to get out of their cars because that would invite them to talk and congregate. She understands that people want to talk to staff but they need to adhere to social distancing and if one person sees someone get out of their car, the next person may too – staff is concerned about getting sick because at least one former staff member has the virus. Lisa reiterated that the decision to reopen the Library will be up to the Town Manager and the health district director. Dave Nagel agreed with Lisa that the Town Manager will be going by what the health district director states is appropriate. Chris Miner commented that the conversation that Dave alluded to is that the Town Manager is heavily relying on the directives of the Central Connecticut Health District who are very concerned about congregant settings with all town departments regarding programming activities. All activities will have slow openings to try and mitigate any issues to allow for further expansion. Laurel stated that it will be up to each individual library due to the layout and the Lucy Robbins Welles Library is very compact and may not be able to do everything that a more spacious library could do. Diane commented that Lisa and staff will certainly follow the town guidelines and will make sure everyone is safe, along with the knowledge that this will be a very different environment than what patrons are used to. She just wants to make sure that the word gets out there what the new process will be so patrons can be informed. Lisa

Jones asked Lisa if there is a standard checklist that she has to go through to determine when reopening can take place. Lisa responded that Governor Lamont's instructions are pretty clear, but again ultimately it will be the decision of the Town Manager and health district director as to when this library can reopen. With regard to computers, every other computer or every third computer will be available to use, and some libraries are only having computer use by appointment. One important issue is with cleaning. The cleaning service only comes in the evenings at 9:00 PM so cleaning throughout the day and sanitizing areas is an issue. There is no janitor at the library that can clean throughout the day, nor is there money in the budget for this type of service. Lisa Jones asked what things need to be done to be comfortable on a day-to-day basis. Lisa responded that is something that is being worked on as to what will be required by the governor, the town, and the health district. The cleaning service that the Library uses also cleans three town buildings. Diane asked if the cleaning company could provide a day person. Chris Miner responded to this stating that there has been some direction from the State to the Town Manager to track all expenses related to COVID 19 and that reimbursements would take place. This definitely falls into the category of disinfecting the library throughout the day. Charles Brown, Director of the Central Connecticut Health District, will be at the Town Council meeting tomorrow night and Chris and Dave will bring up these issues to get better guidance as to what needs to be done, understanding that financially someone needs to be hired to clean the building throughout the day in order to reopen safely. Dave agreed with Chris about this and reiterated that these questions will be asked of Charles Brown. Judy asked if the money would come out of the general fund and then reimbursed to the general fund. Chris said that is a discussion to bring up that these types of finances will be drawn from one specific account and reimbursed to that account. Dave commented that this is all new territory across the board and hopes that Charles Brown and the Town Manager can answer how these monies will be spent and reimbursed. LeeAnn stated that it would make sense that this would be processed through the Facilities Department because these are maintenance issues, and she has faith that the Town Council, Town Manager, and health district director will handle this appropriately. Diane stated that this is a public safety issue with people needing to wipe down surfaces such as the computer keyboard, along with sanitizing the bathrooms.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that a lot of virtual planning for summer programs has been discussed using different formats such as live programs on Zoom and Facebook Live, and some others that will be prerecorded. Upcoming virtual programs are a live beer tasting and tour of the brewery with Labyrinth Brewery of Manchester, and a wine tasting with Wine Unwrapped. Another program will be with the Connecticut Women's Hall of Fame featuring the 100th Anniversary of Women's Suffrage. There will be a 10 week program for children and teens called Page Turners Adventure that will have a different theme and adventure each week. A story walk program will be taking place with a walking trail at Mill Pond that will feature different parts of a story posted along the walk. Michelle Royer is working with other town departments to offer programs virtually. There have been a few Zoom meetings with town departments about what each are doing and how we can work together. Karen participated in a Zoom meeting with senior centers and how to circulate devices to their seniors. Diane commented that the Mill Pond story walk sounds like it will be a big hit.

X. FRIENDS OF THE LIBRARY

Kim Radda reported that she received an email from Natalie Harbeson who indicated that the Friends will hold their Annual Meeting virtually on June 17th beginning at 7:00 PM. At least three members of the Friends will be social distancing in the Community Room at the Library to present this virtual Annual Meeting. They are asking people to register for the meeting so they know how many there will be to meet the maximum Zoom requirements. People who register will be asked to provide their email address and contact information so a link can be sent to them to participate in the Zoom meeting. The

Friends are reviewing their ByLaws and hopefully will have a few revisions. The next Friends advisory meeting is scheduled for September. The Friends continue to provide free coffee for staff during the day at the Library. It is a small thing to do, but something that they wanted to do to show their thanks and gratitude for all that the staff has been doing. There has been no book sale scheduled, but the Friends are looking at other options such as a virtual book sale, or a pop-up book sale; they are trying to think outside the box.

XI. COMMITTEE REPORTS

A. Budget

Maureen reported that as Dave and Chris commented earlier, the budget has been passed and everything is set for now.

B. PEP Committee

1. Review and Vote of Proposed Revision to the Art Exhibit Policy

Laurel thanked Anna for the suggestion to prepare a background sheet for the Board explaining the amendments to the Art Exhibit Policy. Laurel emailed the different forms that will be attached to the policy and explained each form's outline with regard to the policy, loan, and home harmless agreement. Anna thanked Laurel for reorganizing these documents, and stated one change – on the hold harmless agreement the header should be all in capital letters. Laurel thanked Anna for noting this. Christine questions the review of the artwork and if it should be done prior to display in case the public wouldn't think it was appropriate. Laurel explained that Cynthia Wolcott would review the artist's work prior to display and deem if it was appropriate enough. **MOTION: Laurel Goodgion made a motion to accept the Art Exhibit Policy along with the documents accompanying this policy, Anna Eddy seconded the motion, all were in favor, and the motion passed with an 11-0 vote.**

2. Discussion of Chapter 4 of ACLB Trustees Handbook

Laurel reviewed Chapter 4 of the ACLB Trustees Handbook which covers policies. She stated that one of the most important tasks is that the Board creates and maintains the Library's policies. The ACLB considers policies such as a mission statement, ByLaws, and long range plans. Policies guide the library director and staff, and provide direction and consistency to ensure that every library user gets the same kind of level of service from the staff. These policies protect the rights of the staff and patrons. Policies should be provided to all Board members, along with staff members so they can refer to them. It is also suggested that these policies be provided to municipal officials, and be on the library's website. Anna asked Laurel if she has done a cross reference with what the library has and what is suggested by the ACLB. Laurel stated that this is one of the responsibilities of the PEP Committee and it will be done. Laurel also stated that all policies should be reviewed every three years. Diane thanked Laurel and the PEP Committee for reviewing these policies.

C. Investment Committee

Neil emailed the following report:

REPORTING PERIOD	<u>01/31/20</u>	<u>02/29/20</u>	<u>03/31/20</u>	<u>04/30/20</u>	<u>05/31/20</u>	<u>Year-to -Da</u>
------------------	-----------------	-----------------	-----------------	-----------------	-----------------	--------------------

Beginning of Period							
Balance	\$ 670,201.09	\$ 668,741.61	\$ 645,010.14	\$ 594,251.43	\$ 627,790.37	\$ 670,201	
Additions and							
Withdrawals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Income	\$ 63.18	\$ 492.67	\$ 1,702.22	\$ 555.32	\$ 396.49	\$ 3,209	
Taxes, Fees Expenses	\$ (1,353.92)	\$ -	\$ -	\$ 1,215.31)	\$ -	\$ (2,569	
Change in Value	\$ (168.74)	\$ (24,224.14)	\$ (52,460.93)	\$ 34,198.93	\$ 17,492.16	\$ (25,162	
End of Period Totals	\$ 668,741.61	\$ 645,010.14	\$ 594,251.43	\$ 627,790.37	\$ 645,679.02	\$ 645,679	

Neil reported that he emailed this report to the Investment Committee earlier today. He stated that May was a good month for the portfolio and as of May 31st it is up about \$17,800. Last week was the first trading week of June and it was a spectacular week, so he imagines that the portfolio is doing well. It was a good month, not a blowout month, and the portfolio is pretty balanced with the losses not as bad as they could be. LeeAnn stated that she spoke with Dean Spada and he said things are looking better.

D. House Committee

Laurel reported that she hasn't been in the building for a couple of months, but thanks to Lynn Caley she reports on what has been happening. The parent shelf is mostly complete, there are new book cases, the bench has been reupholstered, walls have been painted, carpets shampooed, touch-up painting as suggested from the walk-through has been completed, along with some additional touch-ups, and Cedar Street door has been washed but has to be power washed. Diane thanked the staff for making the most of all this maintenance while patrons are not allowed in the building.

E. Facility and Site

Maureen reported that Gary Furstenberg has been on top of things; there were three trees that died and Gary contacting the paving company who will replace the trees and the town will plant them. Attorney Peter Alter reviewed the agreement with the following salient points to be incorporated:

- o incorporate the final drawing and incorporate all changes in scope of work so agreement and actual work provided are the same
- o some type of statement that the project is acceptable to town ordinance as private property owner
- o any work performed under this agreement is the responsibility of the Town of Newington not LRWL Inc, waiving any repercussions against us, but not limited to any work performed or will be performed involving MDC property

Maureen was unable to email the agreement to the Board members as it was a large document. The Board already voted on this, so it is a matter of Diane submitting the document to the Town Manager for signature. LeeAnn stated that she read the agreement and it does address all the concerns, and she is comfortable with it and it needs to get done. Chris Miner asked if the Board feels that everything is ironed out and is in the best interest of all parties and if everything has been resolved. Diane stated yes and explained that these are things that needed to be incorporated. She did have a concern about the sidewalk reopening on Mazzocolli Way. Chris stated that during the time that the building will be razed 50% of town employee parking will not be available, but once that is done then there will be parking available on Mazzocolli Way with four or five handicapped spaces and parking on the opposite side.

Diane stated that parking needs to be enforced for no town cars in the library parking lot, especially once the library reopens and patrons return. Chris will make sure that message is conveyed. **MOTION: Maureen O'Connor Lyons made a motion to incorporate these points into the original agreement and send this document to Town Manager Keith Chapman for signature, LeeAnn Manke seconded the motion, all were in favor, and the motion passed with an 11-0 vote.**

F. Fund Development/Legacy Society

Anna reported that there hasn't been any activity, however she has reviewed the materials and has an idea for a potential new brochure; she will put something together and send it to the other committee members.

G. Nominations

1. Nomination Forms

Maureen reported that she has received all nomination forms with everyone's wishes regarding committee assignments, and officers. She thanked everyone for sending them to her. The officers will be voted on at the Annual Meeting. With regard to committee assignments, these are done in October after the officers are elected. She also stated that it is not too late to change your mind and take on a chairperson role, or if interested in an officer position that has to be a corporate position.

H. Communications

Iris reported that she has been remiss with this task. She did email her committee on Saturday stating that they will have to get together. She stated that listening to Lisa tonight has given her some food for thought about what should go into the papers, maybe something in June and a couple in July and August to discuss things as the children's area improvements, maintenance of the Library, and educating patrons as to what the Library will now look like in order to provide safety for patrons. Iris asked Lisa to email her with a few ideas.

XII. OLD BUSINESS

1. Newington Library Road Race – Sunday, October 4, 2020

Neil contacted Kevin Mason today and asked what were his thoughts about going forward with the 5K Race in October. Kevin discussed different creative ways to handle things such as having the starting line keeping people six feet apart, but the starters will have each person's start time. The awards presentation may have to be held outside, a raffle may not be held, and not sure about serving refreshments, maybe just water. Kevin thinks we can adjust with the race scheduled for October 4th and hopefully everything will move forward. Diane thanked Neil for reaching out to Kevin. She also informed the Board to pay attention to emails over the summer with regard to the September 14th Annual Meeting and the October 4th 5K Race. LeeAnn commented that since the entire Board is on the Race Committee maybe having a meeting tentatively scheduled for the second Monday in August just to discuss the 5K Race. Diane thinks that is a good idea and will ask Kevin and the other people on the Race Committee if they are available.

2. Open Board Positions

There are still two Republican Town Committee open positions on the Library Board of Trustees. Christine commented that she knows one person that she recommended is completing the paperwork to serve on the Board.

3. Town of Newington 150th Anniversary

LeeAnn reported that the 150th Committee is changing their focus due to COVID and is much less focused on events and planning more on a calendar sale. This will all depend on how COVID plays out.

4. Hanel Events for 2020

There are two Hanel Events scheduled: October with Wanda Houston, and December with Larry Gareau. Right now it is a wait and see on these events. LeeAnn asked about the contracts for these two events; Karen has Larry Gareau's contract and will send it to LeeAnn, but she doesn't have anything for Wanda Houston yet.

XIII. NEW BUSINESS

1. Annual Meeting – September 14, 2020

Diane reported that the Annual Meeting is scheduled for September 14th with no entertainment or guest speaker scheduled. At this point it could be virtual meeting with some people in the Community Room. The Board's regular meeting will begin at 6:00 PM, and the Annual Meeting at 7:00 PM. She explained to the new Board members that letters of recognition for the honorees are given by Board members at the Annual Meeting.

XIV. PUBLIC PARTICIPATION

There was no Public Participation. Judy commented that the afghan that was hanging in the Town Hall on a wooden frame is in her possession. However, she needs to have the wooden frame removed from her garage; the afghan has been washed and dried and is in a safe place in her home. She wasn't sure if the Library would want to hang this afghan. LeeAnn commented that the afghan was originally from the town's 125th Anniversary. Diane responded to Judy to throw away the wooden frame and LeeAnn commented that if the Library does want to hang the afghan it can be reframed.

XV. ADJOURNMENT

MOTION: Judy Igielski made a motion to adjourn, Pam Raynock seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote at 8:52 PM.

Diane thanked everyone for attending this evening and told them to enjoy a happy and safe summer. She will be in touch with a possible meeting in August to discuss the 5K Race. She thanked everyone for the time and work that they do for the Library.

The next Board of Trustees meeting is scheduled for Monday, September 14, 2020 at 6:00 PM, and the Annual Meeting will be held at 7:00 PM.