LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 10, 2019

BOARD MEMBERS IN ATTENDANCE

BOARD MEMBERS ABSENT
Dennis Doyle, Judy Igielski, Iris Larsson, Diane Stamm

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 Maureen O'Connor Lyons at 7:00PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy was not in attendance.

IV. APPROVAL OF MINUTES

Maureen clarified the statement on page two under Annual Activities Calendar that the nomination forms were due to Ellen. She also commented that on page seven under Annual Meeting it should read “recognition of honorees” and not “recognizing. Neil commented that he was listed as both attending and absent at the May meeting. Anna asked if it was necessary to have so much detail regarding the budget, and the response was this was something that was requested at an earlier meeting. MOTION: David Nagel made a motion to accept the May 13, 2019 minutes as amended, LeeAnn Manke seconded the motion, all were in favor, and the motion to accept the May 13, 2019 minutes as amended was unanimously approved with a 9-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Maureen reported on the Annual Activities Calendar for June noting that the 5K Race was successful and will be discussed in further detail later in the meeting. She thanked all the staff, Board members, and
students who volunteered to make the event great. She reminded everyone who solicited prizes to please send thank you notes. The Staff Appreciation will be scheduled for the Fall. The next Hanel event is Friday, June 21st and Iris, Neil, Ellen, Pauline, Judy, and Dave have signed up for that event; Judy will not be able to make it, and Neil commented that he will be away. Pauline will handle the cookies for this event. With regard to Committee Assignments, Maureen was just waiting on Neil to submit his request and he passed that information along to Maureen. Neil also gave his Library Director Evaluation Report to Ellen.

VI. TREASURER’S REPORT

LeeAnn submitted the following report:

LRWL Treasurer Report
May 31, 2019

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)
Opening/Beginning Balance (4/30/19) $105,442.54
Interest Earned $140.79
Ending Balance (5/31/2019) $105,583.33

Santander Money Market (Restricted Funds)
Beginning Balance (4/30/2019) $12,951.65
Interest Earned $12,952.75
Expenses (Reimburse Checking for Hanel Events through 5/2019) ($0.00)
Ending Balance (5/31/2019) $12,952.75

Santander Checking (Unrestricted Funds)
Beginning Balance (4/30/2019) $17,035.80
Income:
Reimbursement from Restricted from Hanel Expenses $0.00
5K Race Sponsors 1,055.00
5K Race Registration 2,283.26
Memorial/Adult Programming 100.00
Miscellaneous 306.36
3,744.62

Expenses:
Hanel Program Costs ($0.00)
5K Race Expenses (651.46)
Memorial/Adult Programming (250.00)
General/Other Expenses ($93,19)
(994.65)

Ending Balance (5/31/2019) $19,785.77

Santander Checking Update:
Balance as 6/10/2019 is $20,874.50, including some race registration fees (Still await final online registration fees and outstanding sponsors).

CT Sales Tax Collection Number has been applied for, await return from the State.

Miscellaneous Receipts include our first quarterly payment of $21.93 from Amazon Smile program.

2019 5K Race Financials to date:
Sponsors and Registration Fees Received as of May 31, 2019 $14,528.31
Expenses (4,544.46)
Subtotal as of May 31, 2019
Registration Fees Received June 2019 (5/15/2019)
Race Profit to Date

$ 9,983.85
$11,054.62 **

(** Awaiting final online registration fee for 5/16-18. In addition, we have yet to received $650 of promised sponsorships.)

Restricted/Unrestricted Funds (May 31, 2019):

<table>
<thead>
<tr>
<th>Fund</th>
<th>Restricted</th>
<th>Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investacorp Investment Fund</td>
<td>$485,827.14</td>
<td>$124,226.99</td>
</tr>
<tr>
<td>Investacorp Money Market</td>
<td>0.00</td>
<td>$105,583.33</td>
</tr>
<tr>
<td>Total Investacorp</td>
<td>$485,827.14</td>
<td>$229,810.32</td>
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<tr>
<td>Santander Money Market</td>
<td>$12,952.75</td>
<td>0.00</td>
</tr>
<tr>
<td>Santander Checking</td>
<td>0.00</td>
<td>$19,785.77</td>
</tr>
<tr>
<td>Totals</td>
<td>$498,779.89</td>
<td>$249,596.09</td>
</tr>
</tbody>
</table>

(66.65%) (33.35%)

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

A. Finance Committee
LeeAnn had no report.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that the Adult Summer Reading kickoff is tomorrow with drop-in registration from 10:00 AM to 7:30 PM. People can submit tickets online, in person, or call and their tickets will be submitted for them. The children’s and all ages kickoff is Friday evening from 5:30 to 7:30 PM throughout the library. Curbside services are still catching on; there will be an article in the paper about it and people are starting to take advantage of these services. People are still finding the outdoor book drop and beginning to use it more; Monday mornings the bin is pretty full. Programs have been moved to Friday evenings, or to the Senior and Disabled Center due to the parking. The first documentary held on Friday evening was about Apollo 11 with brand new footage about the launch; 15 people were in attendance. There will be two other Friday evening programs in July and August. Karen will be showing the movie Greenbook at the Senior and Disabled Center in the afternoon. Diane’s Made In Connecticut series began in June with HumbleBee Company of Watertown all about beekeeping. All programs held offsite are listed in blue in Footnotes. Due to the parking issues, the Parks and Recreation camp drop-offs will take place at the Mill Pond parking lot so Garfield Street won’t be congested. In personnel, Kristian Sutay who worked in circulation has left, Victoria Buttaro has taken her place, and Katie Gontarz has taken Victoria’s place. Karolyn McLain is now working 16 hours. There will be a change of director for the consortium and Lisa is on the personnel committee to work on the hiring process for a new director.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that she will be showing the movie Green Book at the Senior and Disabled Center tomorrow. A couple of programs were already held at the Senior and Disabled Center last week and staff there have been very accommodating as the Center is a very busy place. Staff is preparing a book talk program with fiction and non-fiction titles. Automobile databases have been switched from Chilton to AutoResourceCenter. Teen librarians are going into the middle schools to do book talks and promote the summer reading program. Schools are making the teen summer reading program mandatory. Karen will be attending the CLA Conference in Washington next week along with Jen Hebert. There will be a book discussion on Gina Barreca’s book on August 22nd.
IX. FRIENDS OF THE LIBRARY

Brian reported that the Friends’ Annual Meeting is Wednesday, June 12th at 7:00 PM and Dually Noted will be the entertainment. Maureen encouraged the Board to attend the Friends’ Annual Meeting. Lisa also mentioned the Flower Power fundraiser where people can purchase bulbs during the summer and they will be available in September.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Ellen had no report.

LeeAnn commented about the Library Director's Evaluation forms and asked about the conflict of the timing. Ellen explained that the timing has changed and will start earlier next year. Lisa had her evaluation with the Town Manager in April, so the evaluation forms for the Board of Trustees will be distributed in January for a return in February in order to write up the information and send it to the Town Manager by March. This change will be reflected in the Trustees handbook and on the Activities Calendar.

Maureen commented that it is PEP’s responsibility to seek new members for the open corporate position on the Board and asked the Board if they had any names of interested parties to submit to please do so. There will be three Republican spots open on the Board in November. LeeAnn suggested that the ByLaws be revisited to change the quorum numbers to Democrat/Republican/Unaffiliated.

B. Investment Committee

Neil emailed the Board the following report. He commented that for the year there has been a 9% increase in the total balance including all of the accounts, however 66.65% are restricted/encumbered funds.

<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>05/31/19</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>$ 628,173.96</td>
<td>$ 573,239.90</td>
</tr>
<tr>
<td>Additions and Withdrawals</td>
<td>$ -</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>$ 1,914.09</td>
<td>$ 505.83</td>
<td>$ 3,523.17</td>
</tr>
<tr>
<td>Taxes, Fees Expenses</td>
<td>$ (1,167.89)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ (1,258.25)</td>
<td>$ -</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>$ (18,625.66)</td>
<td>$ 35,717.20</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>$ 610,054.13</td>
<td>$ 610,054.13</td>
</tr>
</tbody>
</table>

C. House Committee

Laurel reported that thanks to Lynn Caley the children’s program room shades have been purchased and now waiting for the Facilities Department to install them. Home Depot has provided a quote for the counters/sinks/faucets for the men’s and women’s bathrooms. Tom from the Facilities Department will obtain a purchase order from Home Depot who will then come to the Library to do an official measurement and report on the timeframe for installation.

D. Facility and Site

1. Update on Library Parking Lot
Maureen and LeeAnn will be attending the TPZ meeting on Wednesday evening. As has been discussed at previous Board meetings, originally the Library went to ZBA for the variance, when in fact this was misdirected and should have gone before TPZ. At this meeting, the Library will ask, during Public Participation, to formally be put on TPZ's agenda to discuss this variance. A Hartt Lane neighbor has written a letter asking about the drainage issue and was told by the Town Engineer that it would be corrected in two years. The Library has a lease agreement with the Town for the parking lot and the agreement states that the parking lot was to be built according to the plan, but this has not been followed. There has been a lot of frustration as to the lack of communication and discussion as to why the parking lot has not been built according to the plan, the landscaping issue, parts of the parking lot not finished, etc. The Town Council has hired a new coordinator for the Town Hall project, and should also hire someone to oversee the parking lot project. Maureen stated that the Board should be rest assured that she and Diane have had discussions with the lawyer and that this will be taken care of legally.

E. Fund Development/Legacy Society

Anna reported that she has been working behind-the-scenes with LeeAnn on reconciliation of monies collected for the online race registrations and creating Excel spreadsheets and distribution of funds. Anna suggested that the Race Committee meet earlier than January for the monthly meetings. Maureen thanked Anna for securing many of the sponsorships for the Race. Anna also commented that she is working with the Friends on a collaborative effort on obtaining donations together for the two to three events that both the Library and the Friends hold each year.

F. Nominations

1. Collection of Completed Nomination Forms

Maureen has received all of the forms. The committee assignments will be made after the election and new officers are elected. Everything is still open so if anyone has changed their mind, please let her know.

G. Communications

Iris was not in attendance. Laurel wrote a letter on the children’s summer reading program that Lisa will review.

H. Technology Committee

There was no report.

XI. OLD BUSINESS

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

Maureen commented that the financial report was reviewed earlier; there are two outstanding sponsorship monies due for $500 and $150 who were both listed on the t-shirts. The event was extremely successful with 264 runners. The winner set a course record.

2. Library 80th Anniversary

The Library was honored at the Newington Chamber of Commerce’s Annual Meeting by receiving the Public Service Award. Maureen commented it was a nice evening. Mike Montgomery, who presented the Award to the Library, spoke quite eloquently; Lisa stated that she wrote his speech. Information about the 80th Anniversary was put forth in a front of a lot of people that evening.
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.

4. Library Board Business Meeting — Monday, September 9 at 7:00 PM

The Library Board will hold their Business Meeting on Monday, September 9 at 7:00 PM. There was some discussion that this date was September 16th. Lisa will double check and email the Board as to the correct date.

5. Annual Meeting — Sunday, September 22, 2019

The Library’s Annual Meeting will take place on Sunday, September 22, 2019 with Gina Barreca as the guest speaker. The Board will discuss assigning food responsibilities at the September 9th meeting.

6. Town of Newington 150th Anniversary

Tim Manke reported that the committee of 21 people, with Eileen Francolino as the Chairperson, will be meeting again on Thursday evening.

7. Staff Appreciation

Lisa stated that the staff would like this event to be held on Friday, September 27, 2019 at Wood-N-Tap. Maureen will contact them about scheduling this event.

XII. NEW BUSINESS

1. Extravaganza — Saturday, July 20

Lisa commented that the Library will have a booth at the Extravaganza and will promote Gina Barreca’s presentation at the September Annual Meeting, will have her books to sell, promote the Hanel events, and 80th Anniversary events.

XIII. PUBLIC PARTICIPATION

There was no Public Participation. Maureen reminded the Board of their homework by thinking of potential candidates to fill the Board vacancies. Additionally, she thanked the Committee Chairpersons for holding any meetings over the summer to keep up-to-date on their respective responsibilities.

XIV. ADJOURNMENT

MOTION: Pamela Raynock made a motion to adjourn, Ellen Vessella seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:29 PM with a 91-0 vote.

The next Board of Trustees meeting is scheduled for Monday, September 9, 2019 at 7:00 PM.