

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 14, 2021

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Laurel Goodgion, Lisa Jones, Pauline Kruk, Iris Larsson (arrived at 7:07 PM), LeeAnn Manke, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

Judy Igielski, Maureen O'Connor Lyons, Neil Ryan

STAFF

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

FRIENDS

Kim Radda

TOWN COUNCIL LIAISONS ABSENT

Chris Miner
David Nagel

RECEIVED FOR RECORD
IN NEWINGTON, CT
2021 SEP - 8 PM 2:33
Diane O'Connell
TOWN CLERK

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:01 PM. Diane welcomed everyone back to an in-person meeting in well over a year. She introduced Elizabeth Rogers who has been asked to attend as a replacement to Gail Whitney. Diane welcomed Caroline McClean who has been hired as the new business manager replacing Jen Hebert. Lisa Masten introduced Caroline and informed the Board that Jen Hebert has been training Caroline for the business manager position, Caroline is in library school, and has held many positions in various departments in the Library over the years. The Board welcomed both Caroline and Elizabeth.

I. ROLL CALL

II. EXECUTIVE SESSION RE: PERSONNEL

MOTION: Anna Eddy made a motion to go into Executive Session to discuss personnel, Laurel Goodgion seconded the motion, all were in favor, and the motion to go into Executive Session was approved with a 7-0 vote at 7:05 PM.

MOTION: LeeAnn Manke made a motion to come out of Executive Session to discuss personnel, Anna Eddy seconded the motion, all were in favor, and the motion to come out of Executive Session was approved with an 8-0 vote at 7:20 PM.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TOWN COUNCIL LIAISON

There were no Town Council liaisons present at tonight's meeting.

V. SECRETARY'S REPORT

Iris Larsson stated she had no report. Diane passed around two thank you notes from Diane Durette.

VI. APPROVAL OF MINUTES

MOTION: Laurel Goodgion made a motion to approve the minutes of May 10, 2021 as presented, LeeAnn Manke seconded the motion, all were in favor, and the motion to approve the minutes as presented was unanimously accepted with a 8-0 vote.

VII. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane commented that usually there would be discussion about the 5K Race, however this event will take place in October. The Board will meet during the summer regarding the 5K Race, and some discussion about the Annual Meeting scheduled for September 13th. There are no scheduled activities for a Hanel event, nor the staff appreciation event. Hopefully, come the fall, Covid protocols will stay the same, or get better, and not move back to being more vigilant.

VIII. TREASURER'S REPORT

LeeAnn reported that there has not been a lot of activity, other than online race registrations, donations to Amazon Smile, payments for directors and officers insurance, and some subscriptions. She feels that once activity levels increase, there will be more financial activities. The money market funds are \$106,978.87. The donation from Dr. Pelino will be used specifically for a book fund. The fiscal year ends June 30th. LeeAnn would like to meet with Karen, Lisa, Diane, and Caroline regarding memorial gifts and reviewing those restricted funds which are sitting stagnant. As of last week, the balance is \$19,692.20. As she mentioned at the May meeting, the laptop is having some issues and she is looking for a motion to authorize an improvement of an external hard drive. LeeAnn stated that all banking information uses the old Library address of 95 Cedar Street and this needs to be changed to 100 Garfield Street. This is a good time to switch banking institutions as the Santander branch is not local. She has spoken with Liberty Bank and TD Bank, and TD Bank is willing to waive all fees since we are a charity and the safety deposit box is located there. Additionally, they have larger safety deposit boxes which will be needed. She will do some further investigation and will update the Board on this. She also updated the Board that the Newington Education Foundation has signed off on the afghan and it has been filed with the lawyer. **MOTION:** LeeAnn Manke made a motion to allocate and not exceed \$300 for the improvement of the current laptop and to purchase an external hard drive, Christine Shooshan seconded the motion, all were in favor, and the motion passed unanimously with an 8-0 vote.

LRWL Treasurer Report
May 31, 2021

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (4/30/2021)

\$ 20,333.99

Income:		
2021 5K Race Online Registration	\$ 470.00	
Amazon Smile	<u>\$ 25.85</u>	
		<u>\$ 495.85</u>
		\$ 20,829.84
Expenses:		
Insurance: D & O coverage	(\$ 633.00)	
Gifts to the Library: Subscriptions	<u>(\$ 68.97)</u>	
		<u>(\$ 701.97)</u>
Ending Balance (5/31/2021)		<u>\$ 20,127.87</u>

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (4/30/2021)	\$106,969.97	
Change in Value/Interest Earned	<u>\$.90</u>	
Ending Balance (5/31/2021)		<u>\$106,970.87</u>

Santander Money Market (Restricted Funds)

Beginning Balance (4/30/2021)		\$ 9,000.49	
Income:			
Legacy/Bequest	\$14,796.00		
Interest Earned:	<u>\$ 1.33</u>		
		<u>\$ 14,797.33</u>	
Ending Balance (5/31/2021)			<u>\$ 23,797.82</u>

As of 6/9/2021:

Balance is \$19,693.90. Payment made to Pronto Printers as well as some general expenses. All reimbursements from restricted funds have been made to unrestricted accounts.

As reflected above in the Santander Money Market balance, the Dr. David Pelino bequest has been received. In accordance with Dr. Pelino's official wishes, the funds have been deposited into the existing Restricted account, the Pelino Book Fund, to be specifically utilized in accordance with that fund's particular guidelines.

As previously discussed, I am in process of reviewing our different banking options for our immediate access accounts. I will continue to investigate which institution best suits our organization's current needs and will then advise the Board of my recommendations. Whether we remain with Santander or move the accounts elsewhere, we will have to incur the costs for the necessary checks, deposit slips, stamps, etc. needed for these accounts to accommodate our change in postal address.

Scott Hoagland has taken a look at our Board laptop. The good news is that we do not have to purchase a new computer, the performance and speed of the existing laptop can be improved and upgraded to accommodate our needs with a much smaller cost investment than buying new. We will also add an external hard drive to the package. Scott has offered to perform the labor for us, we will just need to purchase the necessary components. The estimate cost for these items is approximately \$200.00. I would like to get this work taken care of after the close of FYE June 30, 2021 this summer.

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 May 31, 2021:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$488,388.53	\$291,188.61	\$779,577.14
Kingston Money Market	<u>0.00</u>	<u>\$106,970.87</u>	
Total Kingston Portfolio	\$488,388.53	\$398,159.48	\$886,548.01
Santander Money Market	\$ 23,797.82	0.00	
Santander Checking	<u>0.00</u>	<u>\$ 20,127.87</u>	

Totals	<u>\$512,186.35</u> (55.05%)	<u>\$418,287.35</u> (44.95%)	<u>\$930,473.70</u>
--------	---------------------------------	---------------------------------	---------------------

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

IX. LIBRARY DIRECTOR'S REPORT

Lisa Masten reported that the Library has now been open for about six weeks and everything is going really well. The Governor opened up the State on May 19th, but the Library is still following Town protocols. The Library is open Monday through Thursday from 10:00 AM to 7:00 PM, Friday from 10:00 AM to 5:00 PM, Saturday from 10:00 AM to 1:00 PM, and curbside is still available Monday through Thursday from 10:00 AM to 6:30 PM, Friday from 10:00 AM to 4:30 PM, and Saturday from 10:00 AM to 12:30 PM. Some things changed as of June 1st with no longer needing appointments for the Children's room, masks are still required in the Children's room, some seating has been turned around in the quiet study area, and there are five Internet stations for public use. There is still no seating on the second floor, nor computer usage. Additionally, no meeting rooms or study rooms are being used. A lot of libraries are not using seating, or holding meetings, just mostly virtual programs. Patrons seem to be very happy and there haven't been any problems with anyone. Thursday, June 17th will begin registration for the adult summer reading program from 10:00 AM to 6:30 PM with a table set up outside. Adults can register at the circulation desk or outside. Some outdoor programming is being scheduled such as teen yoga, storytimes, and redefine reads. The theme this year is Tails and Tales which is a national summer reading program. Children's summer reading is all virtual, and the teens are all online. Michelle Royer and Caroline McClean are both getting licensed to be a notary public. Michelle works many nights and weekends, and Caroline works during the day, so the Library will be covered should anyone have the need for a notary public. The storywalk has been moved to the Library's parking lot area because Parks and Grounds found that general maintenance was difficult to do at Mill Pond with the storywalk placed there. The storywalk has a QR code and if someone answers a question about the story then they are eligible to come inside and win a prize. Two author events will be taking place: Diana Young Rodney will hold an outdoor reading event on July 10th; she wrote Russell The Kid Nobody Wanted to be Around. The other event will take place on September 14th in collaboration with Berlin, Rocky Hill, Cromwell, and Wethersfield which will be a Zoom book discussion on The Sunflower Sisters. Laurel commented it is nice to see collaboration with other libraries, and Lisa responded that she hopes these collaborations will continue. LeeAnn asked when the Library would get involved with the schools again, and Lisa responded that Bailey is talking to schools about returning to the Library, but nothing has been scheduled yet. Laurel asked if Lisa could provide the Board with a staff list as there have been so many changes in personnel, along with an organization chart with the names of the different department heads. Lisa responded that she will provide the Board with this information, and went on to say that one of the changes the Library is dealing with is that two full time positions have been lost, and she is in the middle of redistributing some of the duties without overwhelming staff. Caroline, and two other staff, are going to library school.

X. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that there have been personnel changes; obviously with Caroline as the new business manager. Lisa, Karen, Caroline, and Jen have been focusing on year end, and this has been stressful without Lynn there. Jen will step into her role as Head of Reference in July, and she is relying on Diane Durette for some assistance, as Diane has returned to the Library as a sub. Nancy Picone is now a sub in the children's department. With Caroline's move to her new position, other part time

positions are being shifted. It is challenging reallocating some duties with the two unfunded positions and not trying to overload people. Department heads are talking about what can be done, cross training is taking place, and Lisa and Karen have worked at the public desk. It is hard not having a full time teen position as the schools open up. The Children's department is working with the school's curriculum supervisors on a summer reading list; it is nice to see more and more collaboration with the schools.

XI. FRIENDS OF THE LIBRARY

Kim Radda reported that the Friends held their annual meeting last Wednesday and the new slate of officers are: Kim Radda, president, Sheila Rowell, vice-president, Mary Ellen Procko, secretary, Paul Dalidowitz, treasurer, and there is a three person nominating committee headed by Daryl Googel. Ann Marino is stepping down at the end of August as the membership chairperson, and also as a member of the Friends Board. At the Friends last meeting they discussed what to do for Ann, and Terri Buganski is working on a memory book with some photos. If the Board would like to contribute anything to this, they should email Terri. Ann also received a Certificate of Appreciation from the Friends, as did Natalie Harbeson, Brian Wood, Deanna Reney from Karma's Closet, and Boy Scout Troop 347/1347. The Friends reviewed and voted to approve revisions to their ByLaws. The book sales from last June to this June, which include grab-and-go, popup, Karma's Closet, Facebook, and online, has raised \$6,817.18. Memorial donations in 2021 were \$1,047 for Anita Wilson, and the bakeless bake sale raised \$2,258. The Friends have allocated \$15,000 for the Library's wish list for laptops. The Friends named Terri Buganski as Friend of the Year. During the Annual Meeting, Natalie had a PowerPoint presentation which had an amazing timeline on the life and times of the Lucy Robbins Welles Library. The Friends are going to be a little more specific on book donations for book sales with copyright dates more recent, within the last 10 years. The Friends are working with Michelle Royer and library staff to figure out dates and times and how to make it easy for people to bring donations. Friends have been trying to streamline items in the basement and are chipping away at the container. There have been some leak problems with the container. LeeAnn suggested asking the scouts for help as some have Eagle Scout projects and they could work on repairing the container. Kim also stated that the Friends Corner is coming back to life. She told the Board to let the Friends know what they can do to support the 5K Race, along with providing the water. Laurel commented that she liked the annual report given at the Annual Meeting and she thinks that the Board would also enjoy hearing that report.

XII. COMMITTEE REPORTS

A. Budget

Maureen was not in attendance, so there was no report.

B. PEP Committee

Laurel attended the CLA Annual Meeting and there was a discussion on patron policy. She will look at the Library's current policy and will compare that with their detailed presentation. There was also information on libraries retooling their interiors without expansion. Lisa Masten commented that there are discussions about people coming into libraries and filming, saying it was their first amendment right. **MOTION: Laurel Goodgion made a motion that the PEP Committee proposed that Andy Brecher be appointed as a corporate member of the Board, LeeAnn Manke seconded the motion, all were in favor, and the motion was approved with an 8-0 vote.**

C. Investment Committee

Neil emailed the monthly report to the Board. LeeAnn reported that despite the circumstances, investments are doing well and Dean is doing a great job; she can't say enough about what a great organization Dean has behind him. She is working with him on yearend tax filings.

D. House Committee

Laurel reported that Jen Hebert sent an updated report today. There is a water line leak in the adult stacks and the Facilities Department has been notified. No materials were damaged; this is in the back of the building in the biography section. The walk-through indicated that the drapes need to be updated in the community room and the magazine room to bring in some color; the Committee will look at some ideas for this.

E. Facility and Site

Maureen was not in attendance. Diane stated that some of the arborvitaes look brown. Lisa Masten stated the garden looks nice. LeeAnn commented that she was informed by someone that they saw kids playing ball on the side of the building in the grassy area by the parking lot.

F. Fund Development/Legacy Society

Anna reported that she emailed the Board Legacy Society flyers for their consideration, and she would like to put forth a motion to spend a little money to promote the Legacy Society. The Board reviewed the flyers. Christine stated that she didn't like the picture on one of them and that it had too much stress on tax stuff. Of the three flyers presented, the Board chose two to send out; one now and one in December. The flyer to be sent out now is How Will You Be Remembered, and What Will Your Legacy Be will be sent out in December. **MOTION: Anna Eddy made a motion to allocate \$300 for two 500 printings of Legacy Society Flyers, one now and one in December, LeeAnn Manke seconded the motion, all were in favor, and the motion was passed unanimously with an 8-0 vote.** Anna also suggested that Amazon will be holding Amazon Prime days in June and emails could be sent out to the distribution list reminding people to donate to Amazon Smile during these Prime days.

G. Nominations

Maureen was not in attendance. Diane will email the Board a list of the committees and officers. She asked the Board to please review the committees and note if you would like to chair a committee, and if anyone with bookkeeping experience would like to be Treasurer.

H. Communications

1. Bookmarks

Lisa Jones reported that 3,500 bookmarks were delivered, by Christine, to the elementary and middle schools. Bailey helped with things to put on the bookmarks which were printed, cut, and sent to schools to be distributed in each of the children's backpacks. It was suggested to do this again the first week of school in August. Diane indicated that there was an email vote from the Communications Committee asking for the \$365 for the printing of the bookmarks to distribute to Newington students before June 10, 2021, and the responses were all affirmative with a 10-0 vote.

MOTION: LeeAnn Manke made a motion to not exceed \$400 to print bookmarks for the beginning of the school year, Lisa Jones seconded the motion, all were in favor, and the motion passed with an 8-0 vote. Christine commented that she spoke with Superintendent Brummet who stated that a note went out with the bookmarks. LeeAnn stated that if a Sliva program is scheduled, that information is something to put on the bookmark.

XIII. OLD BUSINESS

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

There was no 6:30 PM 5K Race pre-Board meeting, so there was a lot to discuss. The 5K Race is scheduled for Sunday, October 3rd. At this time Covid restrictions are still unknown. The timer notified Kevin Mason that there are no restrictions for a grand start and no need to do a staggered start. Still not sure about setting up and having food tables; the community center could be reserved or use the Library foyer, or set up tents in the parking lot. There is a fee to use the community center. LeeAnn asked Lisa and Karen about using the Library. Lisa stated that she thinks it is fine to use the Library because it will be easier to control things. Plans can be made for outdoor registration, putting the gate up so bathrooms can be used and no access to inside the Library. This way no overtime pay for Mill Pond use of bathrooms will be needed. Lisa commented that permission will be needed from the Health Department if food is to be served. Anna stated that Maureen asked the same question with regard to the Health Department. Anna commented that Health Department guidelines need to be reviewed so we can be prepared for the August 9th Race Committee meeting. Diane questioned using cups of water or little water bottles for the race participants as they just throw down the cups; recycle barrels will be needed. Anna stated that she will ask the timer what other races do with regard to cups or water bottles. LeeAnn suggested the Key Club and Honor Society groups be informed as soon as possible for their assistance that day. Anna also commented about rethinking registration and holding it on Saturday with the distribution of bibs and t-shirts; a lot of races do this pre-registration. This would thin out the number of registrants the day of the race. Volunteers would be needed to distribute the bibs and t-shirts on Saturday. Diane asked the Board if they would support a Saturday registration day and the Board was in agreement, along with still holding race day registration. The Board then discussed the post race prizes. It was suggested that the age winners be presented with their prizes the day of the race, and other prizes be drawn like the ReadySetGo happened on Monday with people coming to either pick up their prizes curbside, or the prizes being sent to them. LeeAnn suggested a way to incentivize the sponsors is asking if they want to present the main prizes to the winners. Anna asked for volunteers to contact the sponsors prior to the race to touch base with them and making sure they got their codes, and pick up their banners to hang, to assist with thank you notes, and getting the t-shirts to the sponsors, along with making sure the list of sponsors and donors is complete to be placed in the Footnotes newsletter. Anna will provide a list of responsibilities to distribute to the Board at the August meeting so people can sign up where they can assist with these responsibilities. Anna also suggested a brand new idea of holding a day for the sponsors inviting them to come in sometime after the race for coffee and a bagel and meet the staff, the trustees, and let them see what they are supporting. It will also give them an opportunity to meet other businesses that were sponsors. This would take place early morning before the Library opens. Kim reiterated that the Friends supply water for the race, but is there anything else that the Friends can do that she can speak about at their July meeting, because she would like to see the Friends take a more active and supportive role. Anna suggested lawn signs would be a great idea to be placed that week stating Race This Saturday. The Friends have a contact list of where lawn signs can be placed and that would be wonderful. Diane asked where the banners can be placed, and Lisa responded along the fence and on the container.

2. Open Board Positions

There is still one Democratic and one Republican position open on the Board of Trustees.

3. Town of Newington 150th Anniversary

There was no report.

XIV. NEW BUSINESS

There was no New Business.

XV. PUBLIC PARTICIPATION

There was no Public Participation.

XVI. ADJOURNMENT

MOTION: Iris Larsson made a motion to adjourn, Anna Eddy seconded the motion, all were in favor, and the motion passed unanimously with an 8-0 vote at 9:09 PM.

The next Board of Trustees meeting is scheduled for Monday, September 13, 2021 at 7:00 PM.