

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
AUGUST 10, 2020

BOARD MEMBERS IN ATTENDANCE VIA ZOOM MEETING

Anna Eddy, Laurel Goodgion, Lisa Jones, Pauline Kruk, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock, Neil Ryan, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

Lee Bradley, Judy Igielski, Iris Larsson

STAFF

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

FRIENDS

Kim Radda

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Chris Miner

CALL TO ORDER

The meeting was called to order by Maureen O'Connor Lyons at 7:07 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. PRESENTATION OF 5K RACE OPTIONS

Maureen stated that the key concerns regarding the holding of the 5K Race is that this fund raiser is critical to the Library's annual operating expenses. However, with concern to the health and safety of the racers, the health department is suggesting to not hold a live race and suggested a virtual race. Maureen commented that another concern is how to advertise the corporate sponsorships if the race is not held. She asked the Board to consider converting the race to an online charity event with raffle incentives indicating that the people who registered would be eligible for raffle prizes with a closing date of October 4th and a drawing on October 5th. Media such as the Library's website, and Friends newsletter, letters to the editor of local newspapers, flyers in Lucy-To-Go, a slide show and interview on NCTV would all be used to advertise this online charity event mentioning the sponsors. A letter would be sent to the corporate sponsors expressing the Library's appreciation of their sponsorship, explaining the Library's closure to the public, and the need to cancel a live race. Lisa Jones asked if we have enough gift cards to use as prizes, and if Anna can change the registration process on the raceentry.com website if we do go the charity route. Maureen asked the Board for discussion on the options of not holding the live race, holding a virtual race, or holding an online charity event. LeeAnn asked if we needed to vote to change the format of the event. **MOTION:**

RECEIVED FOR RECORD
TOWN OF WASHINGTON, CT
2020 SEP - 8 PM 3: 22
LeeAnn Manke
Town Clerk

Anna Eddy made a motion that the Board of Trustees of the Lucy Robbins Welles Library cancel the 2020 5K in-person race and establish a means to hold a drawing on the same date of October 4, 2020 with the actual drawing to be held on October 5, 2020, LeeAnn Manke seconded the motion for purpose of discussion. Maureen commented that as a group the Board hasn't discussed if this was the way to go, and suggested that the Board discuss the options. Lisa Jones and Diane agreed with an open discussion. **Anna Eddy withdrew the motion, and LeeAnn Manke seconded the withdrawal of the motion.**

IV. DISCUSSION PERTAINING TO RACE OPTIONS

LeeAnn stated that the Race Committee core group has discussed the issues with the health of race participants, health of the Board, and what kind of manpower would be needed in the midst of COVID-19. Options include canceling the in-person race, holding a virtual race, or consideration of a charity event. Sponsorship money has been collected and whatever expenses that have been incurred to date have been paid. She went on to say that a very specific way needs to be established in order to thank the sponsors in a way that they will be willing to return in future years. Laurel stated that LeeAnn makes some very good points. Lisa Jones agreed with LeeAnn and said that we need to do as much as we can to protect this revenue stream, and be creative in how to manage the sponsors' expectations. Anna stated that the logistics right now to set up the online charity event would be to create new categories, such as a 3-2-1 draw with the \$25 entry fee entitles a race registrant to three entries in the race, \$20 entry fee two entries, and \$10 entry fee one entry. Kevin Mason would craft a letter/announcement to all the participants who have raced the last three years, along with information in the Friends newsletter, the Chamber has agreed to promote the event, letters to the editors of the local newspapers, online interviews and a slide show on NCTV, information on the Library's website, the Friends website, and the race website – all explaining the charity online event and the reason for cancelling the in-person race. LeeAnn stated that we cannot call this a raffle because there is a lot of paperwork involved and State regulations. Anna further stated that there are the dining gift cards received through the Dining Partners program and those gift cards would be used as prizes and no further prizes will be solicited. Diane stated that over the last month and a half it has been discussed if we can have a race and is it even allowed, or if doing a virtual race is a possibility and how to pull that off since we are not a racing company. Holding a physical race would be very labor intensive and everyone's presence being involved in a physical race has health concerns. As discussed, we have to make sure the corporate sponsors feel appreciated and understand the reasoning for cancelling the physical race, and hope that they will consider future sponsorships. Additionally, we want to find a way to have individuals go on the website and donate whether we decide on a 3-2-1 or a Ready-Set-Go or a Support Lucy charity event. Maureen asked if we do decide to do this tonight is Kevin able to retrieve the names of past participants so letters can be sent to them. Anna responded that there is no reason to do that because raceentry.com has a tool that has an email address for all past participants to receive this information. Anna reiterated her earlier comments that opening this up to the entire community with the Friends newsletter insert, local newspapers, Chamber website, Library website, Friends website, Lucy-To-Go flyers, and NCTV would hopefully receive donations from the community. Laurel commented that the main point is to find many ways to acknowledge the sponsors and the donors, and asked if an ad could be taken out in the Hartford Courant. LeeAnn stated that posting this information on the website in addition to all other forms of media communication will hopefully bring a lot of people willing to participate in donating. Maureen asked if there is a possibility that sponsors would want their money back. Anna stated that she reached out to all the sponsors when the race was originally changed from May to October and at that time only two sponsors had not paid, but since then they did pay. None of the sponsors asked for their money back and totally understood the situation related to COVID-19. There were many sponsors this year and some were new. Promotion will be limited this year as t-shirts will not be printed, but we will do our best in all other ways to promote the event, the sponsors, and the donors. Maureen stated that everything that has been stated are all very good points and she doesn't disagree with anything, but wanted to know what kind of people power will this entail from the Board should we go with the online charity event. She commented that every Board member is a member

of the Race Committee but that doesn't always mean active participation. Anna responded that some of the tasks will be done by the people who have done those tasks in the past. Kevin will create a letter/announcement, Anna will send a draft of that to the Board; once that is completed everything will be done online and it is just a matter of someone stepping forward to do an interview on NCTV. She has prepared some slides already, and most of the wording from the letter/announcement can be used for multiple purposes such as a basis for letters to the editor and flyers. Anna has many things that were used in the past that can be updated and she would like to work with Lisa Jones on that. Lisa and Karen can print out the names from the slips that can go into the drawing. Someone from the Board will be needed to make calls and send out the gift cards to the winners from the drawing. Diane commented that was a nice overview for the charity draw, and asked if any Board member thinks a live race on October 4th should take place, or a virtual race as opposed to the online charity event. She stated that she doesn't think we have the knowledge or manpower for a virtual race, nor how prizes would be handled. Anna explained that a virtual race would require a lot of out-of-pocket expenses on our part and we don't have the other swag that entices racers to participate in that. Christine commented that it seems like this is getting very complicated about the various options and obviously not agreeing to hold a virtual race or an in-person race. She stated that we already have a newsletter that can be used to advertise the change; can we send a letter making it a special request that the Library is a service to this town and surrounding towns, this is our major fund raiser and we are asking for assistance at this time for this fund raiser and we would appreciate any form of donation that can be made. Pam asked if we already have donations can we send out gift cards to those who have already registered for the race. LeeAnn responded that we have already received the sponsorship money of \$8,450 and we cannot recoup the expenses of \$400 for the trophies, and she hopes there is a possibility to have the monies refunded for the timing deposit and the deposit for the rental of the Community Center. We usually bring in a total of \$10,000 to \$11,000 with sponsorships and race registrants each year. Maureen asked what the deadline is for an insert in the Friends newsletter. Lisa said the newsletter would be mailed on August 25th, and some kind of large graphic on the front of the newsletter about the race indicating an insert can be done as long as this information is given to her tonight as the newsletter will be sent to the printer this week. Kim Radda stated that the Friends do a mini-Footnotes email blast and they can update information in that for people regarding the race.

V. VOTE ON 5K RACE

Maureen stated that if there was no more discussion, then she thinks it we are ready for a motion.

MOTION: LeeAnn Manke made a motion that the Library cancels the 2020 5K Race and convert it into an online charity event such as Ready-Set-Go for 2020, Laurel Goodgion seconded the motion, all were in favor, and the motion passed with a 10-0 vote. Maureen stated that all logistics can be done off line. Diane asked if anyone on the Board can assist with some things related to this online charity event. Pam indicated that she would be willing to send out the prizes to whoever wins them. David Nagel commented that the Town Council will be holding a virtual meeting tomorrow night and he will mention this decision to the them. Maureen thanked Dave. Lisa Jones told Anna she would be happy to assist her with whatever she needs. LeeAnn said that she is in the Library at least once a week and can help with whatever.

VI. PRESENTATION OF HANEL EVENTS

Anna reported that the two Hanel events presently scheduled are for Sunday, October 18th with Wanda Houston who is a Blues performer, and on Sunday, December 13th with the Larry Gareau Quartet.

VII. DISCUSSION PERTAINING TO HANEL EVENTS

Maureen asked for discussion as to whether are we going to continue with Hanel events or cancel for this year. She also wanted to know if the performers feel if they are still willing to perform knowing that the

Library isn't big enough to spread folks out with required safe distancing and participation would have to be limited. LeeAnn commented that we have to be inside for both of these events. She went on to say that no money has been expended, but that Karen has the contracts and she doesn't know what the status of those contracts are. Karen responded that she has reached out to Wanda Houston numerous times in the last month but has not received any response. Anna stated she hasn't heard from her either, other than when this first started when Wanda stated she would see what the status was about the virus at the time of the performance. Anna did say that she sees online that Wanda has been performing in Berkshire under a tent with the Colonial Theater of Pittsfield. Anna also had a similar conversation with Larry Gareau indicating that performing would depend on the status of the virus. Maureen commented that holding these events rests on our shoulders and she would call for a motion to cancel. Pam asked if we have to have two events per year as per the Hanel donation. Diane stated that we would have to check the wording, and that eight events were held in 2019 using the Hanel name, and that understanding the present situation where the Library is not set up for social distancing, along with the fact that we are in the middle of a global pandemic, all should be understood for not holding these events this year. LeeAnn commented that in past years we have only had one Hanel event.

Dave Nagel stated that he had to leave this meeting to attend another meeting, but to please let him know the status of the Hanel events so he can report to the Town Council, along with mentioning the cancellation of the 5K Race.

VIII. VOTE ON HANEL EVENTS

MOTION: Anna Eddy made a motion to cancel the two Hanel events scheduled for October 18, 2020 and December 13, 2020, Laurel Goodgion seconded the motion. Maureen asked if there was any more discussion. The motion passed unanimously with a 10-0 vote to cancel the two Hanel events for 2020.

IX. PUBLIC PARTICIPATION

There was no Public Participation.

X. ADJOURNMENT

Maureen thanked everyone for attending this Zoom meeting and indicated that the Board will be updated via email regarding logistics for the 5K Race.

MOTION: Pam Raynock made a motion to adjourn, Anna Eddy seconded the motion, and the motion to adjourn was unanimously approved with a 10-0 vote at 8:03 PM.

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.