

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 2021

BOARD MEMBERS IN ATTENDANCE

Andy Brecher, Laurel Goodgion, Judy Igielski, Lisa Jones, Pauline Kruk, LeeAnn Manke, Neil Ryan, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

Anna Eddy, Iris Larsson, Maureen O'Connor Lyons, Neil Ryan

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Elizabeth Rogers, Secretary for the Board

FRIENDS

Shelia Rowell

TOWN COUNCIL LIAISONS ABSENT

David Nagel

CALL TO ORDER

The meeting was called to order by Diane Stamm at 6:05pm.

I. ROLL CALL

Elizabeth Rogers called the roll.

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel said the town council has not met; they exempted their second meeting of last month. They will be meeting tomorrow. David Nagel encourages anyone that has questions for him to ask at any point.

IV. SECRETARY'S REPORT – Iris Larsson

Iris Larsson was not in attendance. Diane assumes there is no report.

V. APPROVAL OF MINUTES

MOTION: Laurel Goodgion moved to approve the minutes of June 14, 2021 as presented. LeeAnn Manke seconded the motion. The motion passed with a vote of 7-0. Judy Igielski and Neil Ryan abstained.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane Stamm said the 5K race, on October 3rd, is the most important upcoming activity. The next Race meeting is on Monday, September 20th. Diane hopes all will attend as this is the last prep meeting before the event. Diane Stamm said the committee assignments will go out next month once the board positions are confirmed.

RECEIVED FOR RECORD
IN NEWINGTON, CT
2021 OCT 13 AM 9:36
Diane Stamm
Town Clerk

VII. TREASURER'S REPORT – LeeAnn Manke

LeeAnn sent out the July and August documents as well as June for 2021. She said everything is in decent shape. LeeAnn Manke has gotten the last sponsor's check; she also reported that, in addition to the online registration that Anna Eddy reported in her email, some checks for Ready, Set Go, have arrived in the mail at the library. LeeAnn Manke commented that funds are on the lighter side right now.

Diane Stamm said normally trustees send in a trustee's contribution to the race as a fundraiser. She asked that anyone who has not done so, or has been thinking of doing it, please write a check to the Lucy Robbins Welles Library and mail it to the library. LeeAnn Manke said 2 trustees have sent in contributions. Diane Stamm thanked the 2 trustees who have already contributed for their fast action. Andy Brecher asked if the suggested trustee contributions are in support of the Ready, Set Go event. Diane Stamm said yes; checks are preferred as online contributions cause the library to pay a fee. Laurel Goodgion suggested that a direct request go out to all board members to contribute to the Ready, Set Go event. Diane Stamm said she will send a reminder email.

LRWL Treasurer Report August 31, 2021

ACCOUNT STATUS

Santander Checking (Unrestricted Funds)

Beginning Balance (7/31/2021) \$ 25,165.44

Income:

Hubbard Fund Annual Income	\$ 10.18
Adult Programming Donations	\$ 1,250.00
Children's Programming Donations	\$ 150.00
Memorial Donations	\$ 115.00

2021 5K Race:

Sponsors	\$1,200.00	
Online Registration	<u>125.00</u>	
		\$ 1,325.00

Miscellaneous Donations:

Amazon Smile	\$ 24.24	
Network for Good	\$ 587.50	
United Way	<u>\$ 4.50</u>	
		\$ 616.24

\$ 3,466.42

\$ 28,631.86

Expenses:

Postage	(\$ 26.98)
Computer – McAfee	(\$ 148.88)
Bank/CC Fees	(\$ 67.19)
Insurance: Crime/Bonding Renewal	(\$ 536.00)
Adult Programming	\$ 20.00)
Gifts to the Library: Subscriptions	<u>(\$ 68.97)</u>

(\$ 868.02)

Ending Balance (8/31/2021)

\$ 27,763.84

Money Market in Kingston Investment (Unrestricted Funds)

Opening/Beginning Balance (7/31/2021) \$106,972.65

Change in Value/Interest Earned \$.91

Ending Balance (8/31/2021)

\$106,973.56

Santander Money Market (Restricted Funds)

Beginning Balance (7/31/2021)		\$ 23,801.22	
Income:			
Interest Earned:	\$ 1.01		
		\$ 1.01	
Ending Balance (8/31/2021)			<u>\$ 23,802.23</u>

As of 8/31/2021:

All reimbursements from restricted funds have been made to unrestricted accounts.

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.

Closing of the FYE June 30, 2021 financial books in paper records and QB will be complete after some final adjustments to some of the individual Restricted Funds reports. The records as well as the laptop will be provided to our accountant for preparation of our IRS filings.

Upon completion of the accountant's work and the laptop is returned to us, I will contact Scott Hoagland regarding the computer upgrade work previously discussed and approved by the Board to improve the performance and speed of the existing laptop as well as acquire an external hard drive. (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

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 August 31, 2021:

	<u>Restricted</u>	<u>Unrestricted</u>	
Kingston Investment Fund	\$487,423.62	\$315,150.72	\$802,574.34
Kingston Money Market	0.00	\$106,973.56	
Total Kingston Portfolio	\$487,423.62	\$422,124.28	\$909,547.90
Santander Money Market	\$ 23,802.23	0.00	
Santander Checking	0.00	\$ 27,763.84	
Totals	<u>\$511,225.85</u> (53.19%)	<u>\$449,888.12</u> (46.81%)	<u>\$961,113.97</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

VIII. LIBRARY DIRECTOR'S REPORT – Lisa Masten

Lisa Masten said the new carpeting on the first floor is about 90% complete. The stairs still need to be finished, which will be done this week. Lisa Masten said the new carpeting looks great.

Lisa Masten said the new technologies purchased with the funds from the federal grant, specifically for libraries from the American Rescue Plan Act will arrive on October 4th.

The library is getting a new water fountain, from the town, one that is specially designed to also refill water bottles.

Lisa Masten reported that summer reading has ended. She remarked that the event did well considering being in the midst of the pandemic which caused much of the program to be online. The

kids division had 289 participants, the teens had 71 participants, and the adults had 471 participants. Lisa Masten did an interview with the Hartford Foundation for Public Giving. The committee from the Newington Greater Community Fund, which chooses the grant winners, selected Lucy Robbins Welles Library. This grant is to purchase 10 additional wifi hot spots for circulation.

Lisa Masten reported that due to the red level of COVID cases, the library had to close its doors once again. However, the library was able to provide many of their services from the front door. The library was able to reopen for limited browsing this Monday.

The biggest complaint Lisa Masten received was that patrons wanted to browse new materials. Lisa Masten was able to make arrangements to have new materials outdoors for patrons to browse. While the library was closed, Lisa Masten arranged to allow 2 patrons at a time to use the computers for 1 hour each.

Laurel Goodgion said she is very impressed with the amount of programming the library has been able to offer amidst COVID. She commended the staff for their ability to adapt and their gracious service during this difficult time.

Diane Stamm thanked Lisa Masten, Karen Benner, and Laurel Goodgion. She agrees that the services provided have been wonderful and is delighted that the weather allowed the outdoor browsing that was set up to appease patrons' complaints.

To: Keith Chapman, Town Manager
 From: Lisa Masten, Library Director
 Date: August 13, 2021
 Re: **Monthly Report, Library, July 2021**

- The three summer reading programs were doing well as we all got used to a more hybrid model with more virtual programs and online activities. Participants could come in the library to get tickets and prizes but more of the participation continued to be online. Each reading programs saw new participants registering throughout the month. By the end of the month 271 children were participating, 71 teens were registered who submitted 193 book reviews and 471 adults were actively reading and submitting prize giveaway tickets. People who are winning prizes are very appreciative of this program that is completely funded by the Friends of the Library.
- The library continues to see an increase in the number of people entering the building as things open up more and more everywhere. 6,781 people visited the library in person. This was a 23% increase from the previous month. We are very happy to see more people coming in to browse and use the quiet study space.
- New technology furniture has been ordered for three areas in the library from grant money received from the Institute of Museum and Libraries Grants to States as part of the American Rescue Plan Act. This furniture will replace existing furniture that is more than 25 years old. Ten additional WiFi hotspots have been ordered from money received from the Hartford Foundation for Public Giving- Newington Community Fund. This grant will allow the library to expand this service to our patrons and to help patrons with access to technology and connectivity.
- The Friends of the Library coordinated with Better World Books to take are large number of old donated books that have not been selling at the outdoor books sales the Friends have had over the past 4 months. The scheduled pick up went off without a hitch. The Friends also had its first outdoor drive by donation event. For 3 hours on a Sunday morning more than 100 people drove to the library to make book donations that would be used for future book sales. The Friends did a great job accepting donations, sorting them, boxing them up and putting them in the storage container. The next donation event will be on August 22. The on-going book sale located at the Friends Corner in the library reopened for business in July. Patrons were very happy.
- The Library Board of Trustees continued to plan for the 24th running of the Newington Library 5K Challenge Road Race that will be held on Sunday, October 3rd. Online registration is open at raceentry.com. The race form was sent to the printers and the board is working on prizes and publicity.
- The Children's staff offered 23 programs to 1,127 children and their caregivers. This month the children's staff began to focus more on outdoor programming and less on virtual. Highlights of some of these outdoor programs included a weekly outdoor morning story time for all ages that was very popular with families, an outdoor paint classes where

young budding artists got to show off their talent and a local author event with children's author Diane Young Rodney who read from her debut novel *Russell: The Kid Nobody Wants to Be Around*. The Grab n' Go kits were extremely popular this month with 489 kits picked up over the 4 weeks. And the new location of the StoryWalk is being seen and getting read. At the end of the story, patrons of all ages have the option of filling out the survey of questions about the story. The survey can be filled out online or in person. Each response has a chance to win a weekly prize. 111 surveys were submitted in July.

- In addition to the teen summer reading program, teens were offered 5 programs attended by 66 teens, including a virtual cooking program with Chef Rob Scott who made baked praline French toast casserole and weekly themed Grab n' Go kits that included a sunburst mirror craft and a canvas button craft. Teens were also visiting the library, requesting help to find some good books. Circulation of teen materials was up 10% from the previous month and 72% from the previous year.
- Adults were presented 10 programs to 138 participants. Virtual programming included *a Culinary Delights with Chef Rob Scott* that was shared with teens and children, *AAA Retirement: The 5 Things You Need to Know to Retire with Confidence*, and *A Passeggiata Through Italy* that was co-sponsored by the Cora J. Belden and Berlin-Peck Libraries. An in-person *ReDefined Reads* adult craft program was held on July 27. Participants stenciled and assembled blank journals from old books. We all wore masks and were socially distanced and had a fun evening *Grab n' Go Coloring Pages* and *Grab n' Go Puzzle Packets* were also offered to adults.
- The Martha Hall Kelly books that were ordered for the upcoming virtual author visit on September 14 arrived and are on sale at the library. Additional copies of her books the *Lilac Girls* and *Sunflower Sisters* were added to the library collection in multiple formats Assistant Director Karen Benner will be facilitating a virtual book discussion on the *Sunflower Sisters*, her newest novel on September 2. This author event is a multi-town collaboration with Wethersfield Public Library, Cora J. Belden Library, Berlin-Peck Library and Cromwell Belden Public Library.
- Total circulation was 19,223. Circulation of digital materials was 2,754. Total number of people that entered the building was 6,781. 68 curbside service transactions were processed. Staff processed and pulled 2,103 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,968 reference questions during the month. Online databases that were popular this month included *Consumer Reports*, *Valueline* and *Ancestry.com*. The children's online service *BookFlix* and the databases *PebbleGo: Animal* were popular
- In technology news, a prerecorded technology program titled *Get to Know Your iPhone* was posted on the library website. Digital Services Librarian Victoria Buttarro held 7 virtual *Tech 4 U* sessions with patrons who needed technology assistance. Assistant Director Karen Benner, Head of Community Services Michelle Royer, Victoria Buttarro and the children's staff continued to record, edit and prepare videos for the library's YouTube Channel and NCTV.
- In personnel news, Karolyn McLain our new Business Manager continued training with former Business Manger Jennifer Hebert. Karolyn is doing a great job learning her new responsibilities. Jennifer and Karolyn attended a webinar to learn how to do the dreaded CT State Library annual report. Brenda Hankard, a Reference Substitute Librarian resigned and is moving to Florida. The library will be offering notary service again beginning in September. Head of Community Services Michelle Royer and Karolyn McLain have become certified to offer notary services at the library.
- In facilities news, we are preparing for a major carpeting project in August. The entire 1st floor will have new carpeted installed. The expected length of this project is 2 weeks. Additional seating was added in July in the quiet study on the first floor. The children's department received new chairs to replace 2 chairs and a loveseat that were old and worn. Additional shelving was added as well to help with the overcrowding in the picture book section. Cleaning continues to be fair.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT – Karen Benner

Karen Benner said the wifi hotspots, from the Hartford Foundation for Public Giving, have been received. Karen Benner is waiting to receive the cases for them before putting them into circulation. She hopes to be able to circulate them later this month or starting in early October.

Karen Benner said part of the grant monies from the American Rescue Plan Act, to purchase new technologies, have been allocated to headsets for the staff. This will allow the staff to leave the desk with a patron on the phone to browse material or answer the phone while away from the desk.

Karen Benner participated in a Zoom training, hosted by James Krupienski, with other town hall personnel that introduced the towns protocols and procedures for holding public meetings. As soon as she is fully trained Karen Benner will be taking on the role of hosting the public meetings.

Karen Benner mentioned that tomorrow evening, at 7pm, the library is hosting author Martha Hall Kelly. This is the author that the library is hosting in conjunction with 4 other libraries. She will be talking about her new book Sunflower Sisters.

Karen Benner said the library also held a lively book discussion at the beginning of the month which went very well.

Karen Benner reported that Jen Heber, who was previously the business manager who is now head of reference, has finished most of her hands on training with Karolyn McLain. Karolyn is doing well with her business manager duties.

LeeAnn Manke asked if the new wifi hotspots will be added to the current Spirit account. Karen Benner said yes.

Diane Stamm asked what the borrowing policy is for the hotspots. Karen Benner said 7 days.

Lisa Masten added that it is unlimited data when someone borrows a wifi hotspot.

X. FRIENDS OF THE LIBRARY – Sheila Rowell

Shelia Rowell said the friends have been busy the last couple of months with a few book sales they hosted, as well as getting rid of lots of old stuff through Discover Books to be able to make room for newer donations. Their most recent book sale was yesterday, which was one of the best they have had yet; it raised over \$1,700. The boy scouts and teens from the high school even came to help which was fun. The friends are having another donation day in 2 weeks. The friends are hoping for another popup sale sometime in October.

Diane Stamm asked if everything is done from the driveway. Shelia Rowell said yes.

XI. COMMITTEE REPORTS

a. Budget

Diane Stamm said there is nothing to report at this time.

b. PEP (Planning, Evaluation, Policy) Committee – Laurel Goodgion

Laurel Goodgion said there is nothing to report.

c. Investment Committee – Neil Ryan

Neil emailed the investment report to all members (the investment report is attached on the last page of these minutes). As seen in the report, August was a good month for the portfolio. The investment increased by \$9,721.20 as of the end of August. As of August 31st the investment is valued at \$802,574.34.

d. House Committee – Laurel Goodgion

Karen Benner sent Laurel Goodgion an updated report of walk-through which Laurel Goodgion sent out to the board. Laurel Goodgion reported that a lot of progress has been made even with limited availability to enter the library.

e. Facility and Site – Maureen Lyons

Diane Stamm said Lisa Jones was very involved during the recent facilities and site meeting, and can give a brief statement of what was done and discussed.

Lisa Jones sent out the meeting summary to board members who attended the meeting; she is happy to send it to anyone else who wishes to see it. Lisa Jones said the discussion was related to how to move forward with expanding the library. She said the meeting had a brainstorming session that included topics such as; what is the scope of this expansion, what should the

future library look like, how to get quick wins, start looking at opportunities on how to move to this future library view. They also discussed how to engage with current patrons; what do we think they would like to see at the library and what can the library do in the business community. Lisa Jones said that the results of the brain storming highlighted available physical space at the library, communication and planning, and communicating expansion to patrons and the public. It also highlighted updating the 2017 feasibility study, and outreaching to the community to determine what their needs might be.

They also talked about funding opportunities, such as other foundations that are available for funding like the state library and other business resources.

One direct win idea, which LeeAnn Manke had during the meeting and has been meeting with Stephen Woods to discuss, is expanding the library outdoors. Another is updating the feasibility study report, mentioned earlier, to make it look like a vision board. A few other ideas included stack maps of the library and a concierge service, such as Lisa Masten described earlier with the new materials being brought outside for patrons.

Lisa Jones said she and Karen Benner are going to get together, possibly with friends representatives, to see about moving forward as a collaborative entity on these ideas.

Another quick win would be to purchase swag for public events.

Lisa Jones said she felt it was a positive meeting to give input and talk about the work needed to achieve their goals.

Diane Stamm commented that Lisa Jones is the one who started this ball rolling and has it rolling in the right direction; she truly appreciates Lisa Jones for her work on this.

f. Fund Development – Anna Eddy

Diane Stamm said everyone should be aware that even though the summer is normally slow, Anna Eddy was very active reconnecting with current sponsors as well as getting a new platinum sponsor, Tilcon Connecticut, and bringing back a previous sponsor, Data Mail. Anna Eddy also had good momentum on the Ready, Set Go program.

Diane Stamm emphasized the email that Anna Eddy sent out where she asked other board members to spread the word about the library events and reach out to encourage participation in the 5k race.

g. Nominations – Maureen Lyons

Diane Stamm said Maureen Lyons collected and gathered the information for the nominations. The officer slates remain unchanged. Diane Stamm encouraged anyone who wants to step up to one of these positions to volunteer.

i. Nominations Forms

President: Diane Stamm

Vice President: Maureen Lyons

Secretary: Iris Larson

Treasurer: LeeAnn Manke

h. Communications – Iris Larsson

Diane Stamm said that this should read Lisa Jones instead of Iris Larson.

Lisa Jones reiterated that she and Karen Benner are getting together next Friday to take the ideas from the facilities and site meeting to start communication about them and engage the friends.

XII. OLD BUSINESS

a. Annual Meeting – September 13, 2021

Diane Stamm said this will start tonight after this meeting. Reminder it is a different Zoom link.

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

Diane Stamm said anyone part of the 5k race and the Ready, Set Go giveaway will be entered into drawings for door prizes.

LeeAnn Manke asked what time is the meeting next Monday night. Diane Stamm said she believes it is 7pm. LeeAnn Manke said she asked because an invitation needs to be sent to Megan Manke. Diane Stamm said she will confirm the time.

c. Ready, Set Go Giveaway – October 3, 2021

Diane Stamm said anyone part of the the Ready, Set Go giveaway and the 5k race will be entered into drawings for door prizes.

d. Open Board Positions

Diane Stamm said both democratic and republican board positions are open. She asked that if any board members know of anyone interested please encourage them to join.

Diane Stamm thanked Andy Brecher, the newest board member, as he is a returning board member.

e. Town of Newington 150th Anniversary

Diane Stamm said there is no new information for this.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

Natalie was in attendance.

Diane Stamm commented that this is the normal library meeting and the annual meeting will be on a different link at 7pm tonight.

Natalie thanked Diane Stamm as she is looking for the annual meeting.

XV. ADJOURNMENT

MOTION: Judy Igielski moved to adjourn the meeting. LeeAnn Manke seconded the motion. The motion passed unanimously; 9-0. The meeting adjourned at 6:50pm.

REPORTING PERIOD	01/31/21	02/28/21	3/31/2021	04/30/21	05/31/21	06/30/21	07/31/21	08/31/21	Year to Date	% Restricted as of 08/31/21
Beginning of Period Balance	\$ 742,414.50	\$ 739,118.24	\$ 745,288.46	\$ 754,597.53	\$ 773,212.94	\$ 779,577.14	\$ 787,287.14	\$ 793,065.43	\$ 742,414.50	60.73%
Additions and Withdrawals	\$ 258.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258.20	
Income	\$ 0.57	\$ 346.35	\$ 1,775.90	\$ 584.30	\$ 303.88	\$ 2,428.15	\$ 315.51	\$ 313.09	\$ 6,067.75	\$ Return as of 08/31/21
Taxes, Fees Expenses	\$ (742.95)	\$ (442.26)	\$ (493.73)	\$ (483.77)	\$ (512.23)	\$ (499.78)	\$ (521.55)	\$ (525.38)	\$ (4,221.65)	\$58,055.54
Change in Value	\$ (2,812.08)	\$ 6,266.13	\$ 8,026.90	\$ 18,514.88	\$ 6,572.55	\$ 5,781.63	\$ 5,984.33	\$ 9,721.20	\$ 58,055.54	
End of Period Totals	\$ 739,118.24	\$ 745,288.46	\$ 754,597.53	\$ 773,212.94	\$ 779,577.14	\$ 787,287.14	\$ 793,065.43	\$ 802,574.34	\$ 802,574.34	% Return as of 08/31/21
Restricted Funds	\$ 487,317.05	\$ 487,266.36	\$ 488,091.34	\$ 488,389.86	\$ 488,388.53	\$ 487,960.07	\$ 485,929.63	\$ 487,423.62	\$ 487,960.07	7.82%
Unrestricted Funds	\$ 251,801.19	\$ 258,022.10	\$ 266,506.19	\$ 284,823.08	\$ 291,188.61	\$ 299,327.07	\$ 307,135.80	\$ 315,150.72	\$ 314,614.27	
% Restricted	65.93%	65.38%	64.68%	63.16%	62.65%	61.98%	61.27%	60.73%	60.80%	