

LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 14, 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

Sheila Rowell

TOWN COUNCIL LIAISONS

David Nagel
Chris Miner

CALL TO ORDER

The meeting was called to order by Diane Stamm at 6:15 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel commented that the Board should think about restarting their efforts for library expansion. There is a report coming due to the Town Council as to what facilities look like, and he feels it would be a benefit to the Board to get their different plans together and ready to see what the Town can do for the library.

Chris Miner concurred with everything Dave stated, and added that putting plans together is the best for timing at this point.

IV. SECRETARY'S REPORT

Iris Larsson was not in attendance at this meeting.

V. APPROVAL OF MINUTES

Laurel Goodgion commented that on page 6 of the June 8, 2020 minutes the wording should be "hold harmless" not "home harmless." **MOTION: Maureen O'Connor Lyons made a motion to approve**

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IN NEWINGTON, CT
2020 OCT 14 AM 9:34
Tommy O'Keefe
Town Clerk

the June 8, 2020 minutes as amended, Anna Eddy seconded the motion, all were in favor, and the motion passed with a 9-0 vote, with Pauline Kruk abstaining as she was not in attendance.

MOTION: LeeAnn Manke made a motion to approve the August 10, 2020 special meeting minutes, Laurel Goodgion seconded the motion, all were in favor, and the motion passed unanimously with a 10-0 vote.

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reported that the committee assignments will be done in October after the vote for new officers takes place at tonight's Annual Meeting. The next scheduled Library Board of Trustees meetings are October 19th, November 9th, and December 14th. READY SET GO is scheduled for October 5th, and the Hanel events and all other activities have been postponed through the end of the year due to the pandemic.

VII. TREASURER'S REPORT

LeeAnn gave the following report to the Board and indicated that this same report will be given at tonight's Annual Meeting.

2020 Treasurer's Report – LeeAnn Manke

Even during these very trying and interesting times, I am pleased to report that the Lucy Robbins Welles Library continues to be a huge asset to the Newington community. Along with the rest of the world, COVID-19 has impacted our fundraising efforts as well as our investments and we are working hard to adapt to these changes. We also invested in our facility with the planned improvements in the Children's Department. Our staff took advantage of a bad situation, our closure to the public walk in traffic, and was able to facilitate the necessary construction work during that time. When we reopen our doors, I encourage you to come on in and see the physical plant updates that have been accomplished.

Despite some financial challenges this past year, we are basically financially sound with our investments and continue to look for new ways to grow financially. We typically operate within a breakeven budget. FYE June 30 2020 unfortunately resulted in a loss of approximately \$12,000 for our general operations expenses as well substantial losses in our restricted fund investments. Individual donations were lower this year. The pandemic provided some setbacks to our typical fundraising efforts this year – our largest fundraiser, the 5K Road Race was postponed from May to October and then ultimately cancelled. I would like to extend our thanks and appreciation to many of our race sponsors who still provided monetary sponsorship and are working with us to find new ways to promote our library.

Moving forward into FYE 2021, we are moving forward with a new fundraising effort "Ready Set Go Giveaway". We are only days into the event thus far, but the response has been good and I encourage everyone to participate. In addition, our investments for our restricted funds have returned to values of around the January 1 2020 levels and are currently tracking in a positive direction.

The circumstances of 2020 continue to challenge the Lucy Robbins Welles Library to provide top notch services and programs. I am pleased to say that our wonderful staff continues to meet these challenges, finding new and creative ways to keep our library a first class institution. Many of these programs are made possible with the financial support of the Friends and private donations. I encourage you to take advantage of the unique and wide ranging opportunities that the library brings to our community.

At the present time our records are being prepared for our accountant, who will review them and prepare the financial statements and the non-profit income tax returns due in November.

As we look forward to another challenging year for the Lucy Robbins Welles Library, we thank you for your continued support.

Respectfully submitted.

LeeAnn Wetherell Manke
Treasurer
September 14, 2020

LeeAnn also reported that the fiscal year ended June 30th and she completed the books which she then forwarded to the accountant. A loss of \$12,000 from the Race was suffered, although all the sponsorships came through. This sponsorship money was for last fiscal year as the Race was supposed to take place in May. The new fundraiser, READY SET GO is doing very well and these monies will be included in this fiscal year. As of Friday, \$1,060 from donations was received ranging from \$10 to \$100. She will provide a more detailed report accounting wise in October. Maureen reminded Board members of their Race donation.

VIII. LIBRARY DIRECTOR'S REPORT

Lisa stated she will give a comprehensive report at tonight's Annual Meeting. She did indicate that the Library will receive a \$140 refund for the renting of the Community Center that was to be used for the Race. She also reported that Lynn Caley will retire November 13th, and Sue Schneider will be moving to Florida and retiring effective October 2nd. These positions need to be filled.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen stated she had no report.

X. FRIENDS OF THE LIBRARY

Dianne welcomed Sheila Rowell to her first official meeting with the Library Board as the Friends Liaison. Sheila is now the Friends' Vice President and Kim Radda is the President. Sheila stated that she is thrilled to be here and will enjoy participating at meetings. She didn't have much to report, other than the Friends are doing a lot of brainstorming for fund raising ideas. There will be a children's grab bag on October 3rd and the Friends spent most of the day on Saturday in the container sorting and pulling children's materials. Neil commented that he attended the last Friends meeting and concurs with everything Sheila reported.

XI. COMMITTEE REPORTS

A. Budget

Maureen stated she had no report.

B. PEP Committee

1. Library Director's Evaluation Update

Laurel stated that Lisa Jones will report on the Library Director's Evaluation Update. Lisa Jones reported that she and Lisa Masten met in the summer and agreed on a timeline that the evaluations forms can be completed; the form will be in two parts: the form itself as it is seen today, and a guide that goes with it. This should be done by the end of the month at which time Lisa Jones will give it to Lisa Masten for review, and then will share it with the PEP Committee.

C. Investment Committee

Neil emailed the attached reports for June, July, and August. At the present time the portfolio balance is \$695,959.94, which is up a little under 4% for the year; a nice recovery after the February/March debacle.

D. House Committee

Laurel had asked Lynn Caley to send a copy of the House Committee report to the Board showing the progress in the building. Laurel stated it is very good and thanked Lynn and Lisa for all that they are doing.

E. Facility and Site

Maureen stated she had no report.

F. Fund Development/Legacy Society

Anna reported that some committee members attended an on-line webinar and are developing some new ideas which she will report in detail at the October meeting. She is very pleased with the READY SET GO give-away and how that is progressing.

G. Nominations

1. Nomination Forms

Maureen reported that there are three three-year terms that are expiring, however Lee Bradley has decided not to renew his position on the Library Board so there will be an opening for a corporate position. There won't be any paper ballots this year as it will be a Zoom meeting, so a roll call vote will be taken on the slate of officers which is: Diane Stamm – President, Maureen O'Connor Lyons – Vice-President, LeeAnn Manke – Treasurer, and Iris Larsson – Secretary.

H. Communications

Iris was not in attendance at this meeting. Diane stated that Anna has done some publicity on READY SET GO. Anna commented that Newington Life has already publicized this, she and Lisa Jones have been working on press releases, a phone interview was done today with Newington Life, the Newington Chamber is promoting this, Natalie Harbeson will place something in the Friends Mini-Footnotes, the Friends Facebook page, and What's Happening in Newington. Anna also indicated that she emailed 80 people that she knows about this event and already some people have donated. She encouraged the Board members to forward this email to people that they know. Pam asked if there was something sent in the mail and the response was there was a flyer in the Friends Footnotes newsletter.

XII. OLD BUSINESS

1. Annual Meeting – September 14, 2020

The Annual Meeting will be held tonight at 7:00 PM virtually.

2. READY, SET, GO Giveaway – October 5, 2020

This has already been discussed; the drawing will be held on October 5th, and the prizes will be mailed out afterwards. Advertising of this event will continue.

3. Open Board Positions

Diane commented that there are two Republican Town openings; someone is interested and wrote a letter about their interest. Mayor DelBuono thanked them for their interest and will contact them regarding the open position. As indicated earlier, Lee Bradley has resigned so that corporate position is now open.

4. Town of Newington 150th Anniversary

LeeAnn commented that she is not on the committee, but has heard that due to the pandemic the format for the 150th Anniversary has been changed to keep it low key and not a huge financial burden. She will reach out to the lawyer regarding the afghan design to see if that can be updated for the library's usage and a possible fundraiser for the 150th Anniversary.

Neil stated that he noted on last year's Annual Meeting minutes that he was listed as not in attendance nor absent; he was in attendance at last year's Annual Meeting.

XIII. NEW BUSINESS

There was no New Business.

XIV. PUBLIC PARTICIPATION

It was noted that Loraine Kalinosky was in attendance as a member of the public, however she had no comments.

XV. ADJOURNMENT

Diane indicated that the Annual Meeting will begin at 7:00 PM, and asked the Board members to not sign off at this meeting, and to continue being in attendance at the Annual Meeting.

MOTION: Maureen O'Connor Lynch made a motion to adjourn, Anna Eddy seconded the motion, all were in favor, and the motion passed unanimously with a 10-0 vote at 6:49 PM.

The next Board of Trustees meeting is scheduled for Monday, October 19, 2020 at 7:00 PM.