BOARD MEMBERS IN ATTENDANCE
Anna Eddy (arrived at 7:06 PM), Laurel Goodgin, Judy Igielski (left at 8:15 PM), Pauline Kruk (arrived at 7:05 PM), Iris Larsson (attached telephonically), Maureen O'Connor Lyons, LeeAnn Manke, David Nagel, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT
Pamela Raynock

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

FRIENDS
Kim Radda

TOWN COUNCIL LIAISONS
Tim Manke (left at 8:15 PM)

TOWN COUNCIL LIAISONS ABSENT
Jim Marocchini

CALL TO ORDER
The meeting was called to order by Diane Stamm at 7:01PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

Tim Manke commented that he has been the Library Liaison for the last two years and hopes that if he is reelected to the Town Council he can continue as Liaison. He stated that this is one of the best and most hardworking groups of all the commissions and boards that he is a liaison. Diane wished him well and hopes that he will always continue to be an advocate for the Library.

III. SECRETARY'S REPORT/COMMUNICATIONS

Iris stated that she had no report. Diane read a thank you note from Lisa and staff for the Staff Appreciation Dinner held at Wood-N-Tap. Diane stated that the Board of Trustees is appreciative of all that the staff has done this past year with making things happen due to the parking lot and renovations going on outside the Library.

IV. APPROVAL OF MINUTES

On the last page of the September minutes it states that the next meeting is scheduled for October 14th; this should be October 21st. MOTION: Laurel Goodgin made a motion to accept the September 9, 2019 minutes, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to accept the September 9, 2019 minutes was approved with a 10-0 vote, with Judy abstaining as she was not in attendance.
V. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reviewed the Annual Activities Calendar for the month of October indicating that she is making amendments with regard to the timing of the Library Director’s evaluation; preparation in January, collect in February, letter written in March, and delivered end of March/beginning of April. There were two Hanel events this month on the 4th and the 20th and both were great. Yesterday’s event was fantastic and it was enjoyed by so many that there are thoughts of bringing them back for another program. The Staff Appreciation dinner was held in September. Maureen wanted to thank Lisa, Karen, Anna, and Laurel for all of their help with the Annual Meeting held on September 22nd. Diane stated that coming up in November is the Friends book sale on November 15, 16, and 17, and the last Hanel event will take place on December 8th with Whiskey Tango Foxtrot. Also in December the meeting dates for 2020 will be sent to the Town Council. Additionally, she commented that it is never too early to seek sponsors for the 5K Race.

Diane emailed the committee assignments to the Board of Trustees. There are only a couple of people who serve on the Finance and Technology Committees and the status of those committees will be discussed later. Everyone is asked to serve on the Race Committee, however if a couple of people are really committed to this committee, can make every meeting, and work with Kevin Mason that would be greatly appreciated. Ellen is unfortunately leaving the Board and Iris commented that we are losing a very valuable asset. Diane asked the Board to let her know of any changes to the committee assignments. LeeAnn commented that she is developing a timeline for a Treasurer calendar that she will share with the Trustee president.

VI. TREASURER’S REPORT

LeeAnn submitted the following report:

September 30, 2019
LRWL Treasurer Report

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)
- Opening/Beginning Balance (8/31/19) $106,114.27
- Interest Earned $156.46
- Ending Balance (9/30/2019) $106,270.73

Santander Money Market (Restricted Funds)
- Beginning Balance (8/31/2019) $12,162.20
- Interest Earned 1.00
- Ending Balance (9/30/2019) $12,163.20

Santander Checking (Unrestricted Funds)
- Beginning Balance (8/31/2019) $19,159.02
- Income:
  - Reimbursement from Restricted from Hanel Expenses $0.00
  - Staff Appreciation - Board Meals 160.00
  - Memorial/Adult Programming 651.00
  - Children’s Room Improvements 500.00
  - Friends’ Donation - 1 Year Netflix & Tablet HotSpots Subscriptions 1,142.52
  - Amazon Smile 10.58
  - Art Commission 116.25
- Total Income: $2,580.35

Expenses:
- $21,739.37

* Expenses:
Hanel Program Costs: 9/2019 ($189.28)
Summer Reading School Program (1,200.00)
Palermo Scholarship Award (1,000.00)
Annual Meeting (24.00)
Staff Appreciation (146.25)
Memorial/Adult&TeenProgramming (265.91)
Legal Fees (855.00)
General/Other Expenses (383.48)
(4,063.92)
Ending Balance (9/30/2019) $17,675.45

Santander Update as of 10/21/19:
Unrestricted Checking Balance is $9,314.21.
This amount does not include the reimbursement from restricted money market funds for the following events but does include the costs incurred to date. The reimbursed amount will be transferred from restricted money market fund to unrestricted checking when the various event finances are closed.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palermo Scholarship Award</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Hanel Event (Gina Barreca 9/19)</td>
<td>1,222.78</td>
</tr>
<tr>
<td>Hanel Event (Zydeco 10/19)</td>
<td>850.54</td>
</tr>
<tr>
<td>Hanel Event (SeaTea 10/19)</td>
<td>921.84</td>
</tr>
<tr>
<td>Silva Children’s Program (11/19)</td>
<td>1,070.00</td>
</tr>
<tr>
<td>Reimbursement Required to date</td>
<td>$5,065.16</td>
</tr>
</tbody>
</table>

In addition to these expenses, the 10/21/2019 balance also includes payment of $663.50 in memorial/programming expenses, other regular operation expenses including legal and state filing fees, as well as $4,093.49 for Staff Appreciation (this amount includes $1,300.00 in Wood’n’Tap gift cards, 26 cards @ $50 value per card, paid for to attain the minimum per event contract).

For Consideration:
The 2019 5K Race Sponsorships were promoted for funding Children’s Room Improvements.

Net Profits Apportioned to All Sponsors $7,524.37
Additional Sequin Lodge Donation 500.00

Total Possible Amount for Board Determination To be Attributed to Children’s Room Improvements $-8,024.37

<table>
<thead>
<tr>
<th>Restricted Funds (September 30, 2019)</th>
<th>Restricted</th>
<th>Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investacorp Investment Fund</td>
<td>$486,820.67</td>
<td>$152,970.50</td>
</tr>
<tr>
<td>Investacorp Money Market</td>
<td>0.00</td>
<td>$106,270.73</td>
</tr>
<tr>
<td>Total Investacorp</td>
<td>$486,820.67</td>
<td>$259,241.23</td>
</tr>
<tr>
<td>Santander Money Market</td>
<td>$12,163.20</td>
<td>0.00</td>
</tr>
<tr>
<td>Santander Checking</td>
<td>0.00</td>
<td>$17,675.45</td>
</tr>
<tr>
<td>Totals</td>
<td>$498,983.87</td>
<td>$276,916.68</td>
</tr>
</tbody>
</table>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

LeeAnn also commented that the money received from the Race will go towards the Children’s Room renovations, along with a $500 donation received from the Masons for a possible $8,024.37 for this project. The money allocated for this project will be determined by the Board.

A. Finance Committee

LeeAnn had no report. The Finance Committee was to be made up of the Treasurer, Budget, Fund Development, and Investment and no meeting has been held to date. There will be future discussion on deleting this agenda item.
VII. LIBRARY DIRECTOR’S REPORT

Lisa reported that the Senior and Disabled Center will be holding their Annual Expo on November 7th and the Library will have a booth where Diane Durrette will promote library services. Kathy Carle has been hired as a substitute in the Children’s Department. The two other subs have finished their training and are now going solo at the Circulation desk. The Library will be working with a young man on his Eagle Scout project and he will be planting 144 daffodil bulbs, reinstalling the Little Free Library, and building a bench that will be placed outside the staff entrance door. Grant money was used to purchase additional mobile shelving which will be ideal for larger events. Installation of changing stations in both the men’s and women’s room will take place soon. Diane commented the new counters look nice. The hand dryers will be moved to the opposite walls. Marian Amodeo will have a program about Morocco on November 18th at 6:30 PM. Lynn Caley will be having hip replacement on December 13th and will be out 6-8 weeks; Karen and other staff members will assist with Lynn’s duties. Lisa, and all Town Department Heads, received a directive that their annual report should only be one page which Lisa was able to do. Lisa stated that Anita Wilson has been battling leukemia and is now home from the hospital.

VIII. ASSISTANT LIBRARY DIRECTOR’S REPORT

Karen reported that another book talk will take place on November 14th at 1:00 PM featuring fiction and nonfiction titles. Jeannette and Karen finished the first year with the evening program and the format really gelled; they are now voting on 12 titles for next year, and have added some new members. A hands-on Excel class was held with a capacity of 10 people (two to three were on a waiting list). There will be a Save It To The Cloud program on November 21st.

Diane commented that Lisa and Karen have attended all of the Hanel events and she thanked them profusely. When planning the 80th Anniversary the Board didn’t realize just how much responsibility was adding to the staff schedule and these events have all been successful and the staff effort is greatly appreciated.

IX. FRIENDS OF THE LIBRARY

Kim Radda reported that the Flower Power program ended September 22nd with $330 raised which will go towards the renovation of the teen area. Some people did purchase the daffodil bulbs for Lucy. The Friends had a table at the Waterfall Festival and it was successful. The Friends will have a table at Town Hall, John Wallace, and Martin Kellogg on Election Day and volunteers are needed to staff these tables. The Friends reception was held on Saturday and it was well attended; people seemed to enjoy the history of the libraries program and would like to find a way to put this on the website. The Fall Book Sale is scheduled for November 15, 16, and 17th at the Senior and Disabled Center and people need to bring their own reusable bags as plastic bags can no longer be used. The Friends are in the process of reviewing their ByLaws. Winterfest is scheduled for January 17, 2020 and tickets are $18 in advance and $20 at the door, however last year sold out so no tickets were available at the door. Lisa commented that Michelle Royer has secured shuttle service from Middlewoods so people can park at OFI or at Mill Pond and be shuttled to the Library for this event.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Ellen reported that she met with Laurel, gave her a copy of the Trustee Handbook, discussed outstanding items, and they talked about the interview process for the corporate members. Ellen indicated that she will handle the interview scheduled for Monday. Diane thanked Ellen for her excellent reign as chairperson of the PEP Committee, as a fellow Board member, and appreciates all that she has
done on the Board and during the transition for the PEP Committee. Laurel asked the Board to please let her know if they have any suggestions for the open Board positions.

B. Investment Committee

Neil emailed the Board the report ending September 30th with a balance of $639,791.15 which is up about 11.6% since the beginning of the year.

C. House Committee

1. Walk-through scheduled for November 2nd at 9:00 AM

Laurel reported that the walk-through is scheduled for November 2nd at 9:00 AM and all are invited to attend. She commented that a lot of progress has been made in this last year with Lynn, Lisa, and Karen overseeing the projects like chipped pain, and ceiling tiles. Everything that they could get a handle on has been completed and she is really impressed with the progress. Lisa and Laurel met with Pat Pierce regarding the Children’s Room and vendors will be contacted for shelving and furniture.

D. Facility and Site

1. Update on Library Parking Lot

Maureen reported that finally there is mostly good news. The drainage issues have been tended to, the arborvitae have been planted and look lovely. There has been a wonderful relationship with Town Departments working on all of these issues. Special thanks go to Gary Furstenberg, Town Engineer, who was a great advocate for the work that needed to be done for the Library and the Town’s benefit. Gary project managed everything, and there are still some items on the list like installing wetland plants, extending the sidewalk, installing a vinyl fence by the dumpster, and an irrigation system. The Parks Department will cut the new grass and will have regular maintenance. As a side note, Maureen commented that the neighbors were very vocal about the whole parking lot issue, the resolution has been satisfactory, and the neighbors have not been heard from recently. However, last week's storm had a large limb fall on one of the neighbor’s property and they asked the Library to clean it up; Parks Department will take care of the damaged tree which was marked many years ago for removal and at that time this neighbor did not want to remove it. Maureen would like to make it clear that this is a onetime task cleaning up this tree, and the Town and Library will not be responsible for any maintenance in any of the neighbor’s yards. Maureen also wanted to thank LeeAnn and Diane who have much more expertise on the whole parking lot issue and she thinks that they made Gary’s job easier. It was a group effort and great coordination, and Maureen commented to Tim Manke that she hopes Town Manager Tanya Lane is aware of the relationship between all the Town Departments working on this parking lot. She stated she had quite an education working with TPZ and was impressed with their professionalism. LeeAnn commented that we continue to monitor everything with the Town Hall renovation. Diane also thanked LeeAnn for attending all the Tuesday morning meetings.

E. Fund Development/Legacy Society

Anna reported that she has been working with the Friends on moving forward with the dining program and getting that kicked into gear. She will have more to report on that next month. Chick-Fil-A has already committed to this. The dining program is that the restaurants will donate gift cards and the Library will promote them every month. She hopes that this dining program will reduce donor fatigue.
F. Nominations

Maureen had no report.

G. Communications

Iris will sit down with Lisa and get some feedback as to what the committee should focus on for letter writing. She will compile some subjects and email them to the Board asking for their assistance in writing letters.

H. Technology Committee

There was no report.

XI. OLD BUSINESS

1. Library 80th Anniversary

Diane stated that the 80th Anniversary events have been taking place all year with the last one on December 8th.

2. 2019 Hanel Events

a. Sea Tea Improv - Literary Murder Mystery- October 20 at 2:00 PM

This event was so good that the Board wants them to come back for another program.

3. Town of Newington 150th Anniversary

LeeAnn reported that the 18 afghans from the Newington Education Foundation are slowly making their way to the Library and they are still in the legal process of changing the design. The 18 afghans can be used to create baskets, or use as awards, or sell them. The sales tax number has not been processed yet. A couple of people who have made donations to the Library have received an afghan in return. Hopefully as the 150th Anniversary approaches the afghans can be sold and then incorporate the new logo for the Library. Dave Nagel commented that his wife Jerilyn serves on the 150th Anniversary committee.

4. Staff Appreciation

This event was held on Friday, September 27th at Wood-N-Tap and was a wonderful evening.

5. Open Board Positions

An interview is scheduled for October 28th for the corporate position. The Republican Town Committee also has recommended someone. There are three Republican positions open.

XII. NEW BUSINESS

1. Town Council Proclamation- 80th Anniversary Of Lucy Robbins Welles Library- Tuesday, October 22 At 7:00 PM
The Town Council will be presenting a proclamation to the Library on Tuesday, October 22nd at 7:00 PM and Diane stated that any Board member is welcome to attend.

2. Hanel Events For 2020

Only two events will be scheduled for 2020; Anna suggested June in conjunction with World Music Day, and probably something in the Fall.

3. Library Road Race- Sunday, May 17, 2020

Diane commented that sponsors should be approached early and the earlier they sign up, the better it is for publicity and print material.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

Diane commented that she hopes next meeting will be even shorter with chairpersons emailing their committee reports to the Board, and then summarizing verbally at the meeting, and discussion taking place should there be a need. MOTION: Maureen O’Connor Lyons made a motion to adjourn, Iris Larsson seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:40 PM with a 9-0 vote.

The next Board of Trustees meeting is scheduled for Monday, November 11, 2019 at 7:00 PM.