

Lewishoro Library Board of Trustees Meeting –December 12, 2018

Meeting called to order – 7:38

Trustees Present: Ann Marie Simone, Karen Potz, Nancy Euchner, Lisa Wickersham, Richard Sklarin, Kevin Fitzmartin, Jay Luzzi, Kathleen Fay, Colleen McLafferty

Trustees Absent: Marc Seedorf, Gary Page, Theresa Eaker, Eileen Curry

Others Present: Cindy Rubino, Director;

Minutes: Board reviewed minutes. Discussed some updates to the minutes. Colleen moved to approve. Nancy seconds. Minutes accepted.

Treasurer's Report:

Financial report is favorable. Reviewed budget. Doing better than projected.

2019 Budget - Town board did vote to accept the final budget - \$15, 226 which is a 3.75 increase.

Reviewed Fines & Lost Books Summary 2017-2018 - less overdue fines collected since automatic renewal was put in place. Discussed the Fine Policy briefly.

Expenses - reviewed health insurance rates (increasing by 2.086%), payroll expenses (increasing by 5%), Westlynx (increasing by 8.59% which is unusually high due to new ILS) and Custodial and Maintenance (increasing by 56.69% due to increase in cleaning services and more frequent cleaning due to programs).

New County Sick Leave Law - Westchester County passed a new law - takes effect April 1st.

Reviewed new law. In full compliance with 3 full time employees. Part time employees - they were given sick leave starting 2 years ago. Now hourly workers must be covered as well.

Reviewed current policy and compared it to new law. Must change personnel policy to match the new law. Prorated cost about \$3,100.

Board made a motion to give Cindy permission to take the language from the law and add it our policy. Kathleen made a motion to approve this. Kevin seconded. Motion accepted.

Board made motion to approve \$3,100. Colleen made motion. Kathleen seconded. Motion approved.

Tax Cap Vote - Kathleen made motion - budget will break the tax cap by 2%. Nancy made second motion. Rich is opposed to breaking the tax cap.

Kathleen made motion to accept budget. Lisa made a second. Budget approved. Rich abstains on this vote.

Audit & 990 tax return - Kevin reviewed Joseph Gallo's Auditor's Report. It is a favorable report. Rich made a motion. Nancy seconded. Motion accepted.

President's Report: We approved a bonus for Margarita. Cindy read her thank you letter received after the Holiday Party.

Director's Report:

Annual Repeal - received \$9109. Contributions and Gifts to date - \$58, 090.

Buildings and Grounds - electrical work to fix lighting ballasts has recently been completed.

Looking into adding an electrical outlet to the staff bathroom so we could have a space heater in there.

Holiday Party - was well received and enjoyed by all. Cost us about \$1600 and \$200 in wine.

Annual Meeting date and speaker - January 27 @ 4:00. Speaker: Kacey Morabito, WHUD radio personality.

Program - first time ever Lewisboro Library will participate in Lewisboro First Day from 12:30-1:30.

Newsletter coming out just before January 1st.

Committee Reports -

Policy Committee - will proceed with anti-sexual harassment training.

Nominating Committee has been working hard to prepare ourselves for key losses. Gary is leaving the board. Very grateful for all his service. Looking for a President. Ann Marie is also leaving the board - will need a new secretary. Karen is stepping down after 8 years. Nominating committee - Linda Press Wolfe is joining the board.. Elena Dunn wants to be on the board - attended last board meeting. Lisa made a motion to accept Elena on Board. Colleen seconded that motion. Jennifer Cayea - very involved with Parks and Rec. Would be a great asset to the board. Rich moved to accept. Colleen seconded. They will be nominated and elected at our annual meeting.

Personnel Committee - discussed salary issues and holiday bonus (2 yrs ago - \$1500 in Amazon gift card. Last year gave \$3500 in Amazon gift cards). Board made a motion to give a \$3000 and up to a cap of an additional \$500 to be used for bonuses and will give Cindy discretion to work with Treasurer (regarding tax consequences) to determine best way to distribute this bonus.

Nancy made motion. Second motion was made by Kathleen. Motion approved.

Scheduling a meeting personnel committee - Colleen, Rich, Nancy and Eileen - Rich will send out an email.

Fundraising - Cindy spoke to Mary - she has some ideas about concerts. Discussed a Valentine's Day Music Concert. Jay will send out an email to set a date and look into a concert.

Long Range Planning committee – reviewed Library Mission and Vision Statements. Working on this for over a year. Rich made a motion to accept Mission and Vision Statements. Kathleen made a second motion. Motion approved. Nancy reviewed Long Range Plan. Nancy recommends that we look at the Long-Range Plan annually in the Spring to review and monitor our progress on our Vision. Nancy asked Trustees to review the Plan and provide feedback.

New - Rich reviewed suggestion to add bottled water cooler and reviewed the prices. Also discussed reverse osmosis system. Rich offered to purchase water cooler and first month of water. Karen discussed that carrying the 5gal bottles is challenging. Cindy will look into cost of reverse osmosis.

Get together in March for Library Fair planning.

Meeting adjourned at 9:55

Next meeting: Brief meeting to follow up with Personnel Committee recommendations - early January. Date: TBD.

Annual Meeting: January 27, 2019 @ 4 pm