

**Lewisboro Library Board of Trustees Meeting  
June 13, 2018**

**Attendees**

In attendance were Trustees Teri Eaker, Kathleen Fay, Colleen McLafferty, Karen Potz, Marc Seedorf, Rich **Sklar**, Lisa Wickersham and Gary Page; Director Cindy Rubino; Staff Liz Gabriele; and guest Linda Press Wolfe. Absent were Trustees Eileen Curry, Nancy Euchner, Jay Luzzi, and Ann Marie Simone.

**Welcome**

Gary called the meeting to order at 7:35 PM, after which a motion to accept the minutes of our last meeting was made by Rich and seconded by Marc. Gary welcomed guest, Linda Press Wolfe, whom Marc recommended as a Trustee candidate. If Linda is interested she will relay her interest to the Nominating Committee for consideration.

**Treasurer's Report**

As acting treasurer, Gary presented the P&L statement and balance sheet, commenting that we are in a good financial position. Cindy commented that Saturday's concert yielded a strong return and will be reflected in next month's report. She did prepare a mini-financial statement for concerts to date, which confirmed that it continues to be worthwhile on many levels. She noted that interest in \$60 tables was on the decline and silent concert sponsorship does significantly help defray our related expenses by a good \$600+ per event.

**President's Report**

Gary had nothing significant to cover this month.

**Director's Report**

- \$16,510 in Annual Appeal donations have been received to date; \$1,580 in IBM Matching Grants.
- Dolores Antonetz received a \$1,000 STEM grant. This year the WLS Mobile Digital **Arts** Van and instructor will be on site for four weeks.
- Regarding personnel movement, Annie Fitzgerald, life-long volunteer and current page, is graduating. Trustees agreed to gift a \$250 gift card for use in the Quinnipiac Bookstore. Anu Chaturvedi, a volunteer for 1.5 years, is being hired to replace Annie. The role also requires functioning as clerk on busy Saturdays. **Kylie Averill** has completed her five-week JJHS internship.
- Our insurance contract with the Regan Agency is up for renewal in September. Kevin Regan wishes to meet with Cindy to present an alternate coverage model for libraries. This is to be scheduled. In addition, current liability coverage was reviewed against the Town's coverage. Ours compares quite well.
- Cindy requested library closure on September 12 for staff Clean-Up Day, which met with Board Approval.
- Contracted designer Patricia Barry (Graphics for Good) is proceeding with web page **construction and is working on the site map. The website will include** Board Meeting minutes, event dates, etc. Committee is comprised of Cindy, Liz, and Kathleen. The By-Laws, too, should be reviewed/ revised for inclusion; Lisa to set up meeting with Marc and Cindy.

-Trends show that system wide, the movement away from overdue book fines is gathering momentum, as well as the idea of auto-renewal. If we were to go that route, we would stand to lose roughly \$10,000 in annual fines. The Board supports making no changes at this time, with the exception of reducing DVD fines from \$1 to 50 cents with a \$5 cap. A motion was made by Kathleen, seconded by Colleen (Rich was opposed).

-In terms of building maintenance, Cindy thanked Lisa and Jay for referring Mickey Farina to handle the cracks in the walk; the work will be done for \$350 on June 14, with perhaps a total walkway project in the future. Cindy thanked Colleen for her electrician recommendation. He has confirmed that a dimmer switch for concerts can't be added and said that the installation of a large generator will require \$40,000 in conduit upgrades. Regarding the faucet issue in the lavatory, Jeff Cernak installed lag bolts, which has resolved the issue. Canopy Roofing provided a \$1,900 estimate for rust/stain removal on the roof; Lisa provided Westchester Power Washing contact information for an additional quote.

-Use of extended study hours is growing; so far this week roughly 15 students took advantage of this courtesy.

-The rescheduled Suicide Prevention talk yielded only 4 attendees, but it was an excellent program.

-Jay asked that we continue to identify through personnel connections alternate publicity channels for our programs. For example, a health talk can be marketed effectively at our local fitness centers.

### **Committee Reports**

**Nominating:** Lisa again reminded the Board about due process with regard to recruitment. Any recommendation should be relayed to the Nominating Committee for review and outreach to the individual. If after a conversation there is interest on both parts, the candidate should attend a meeting to observe and then formally confirm a desire to join. At that point, the Committee would pursue Board approval. Lisa also commented on Board size, stating that fully leveraging current membership can be done by Committee Chairs thoughtfully building their teams VS relying on open sign-ups. The latter tends to generate groups that are too large or too small with a questionable skill/experience mix. Lisa shared that the Committee's immediate goal is to bring on a Treasurer – not a generic member - which would bring the Board to 13. Lisa indicate that the Nominating Committee will work to do a better job of assimilating new members, so they can feel part of things more easily/quickly.

**Fair Chair:** Kathleen, Cindy, and Lisa will interview the applicants who have sent in letters and resumes with a completion target date of next week. Lisa raised a concern that we may have overlooked existing volunteers as candidates and will reach out to volunteers who have shown dedication to the library all the long to gauge interest in this paid position. Of course, we are still open to finding a volunteer until this hiring process closes.

**Long-Range Planning:** Nancy's committee is moving along well. They recently met to hammer out three specific goals to address. Committee members are Karen, Colleen, Nancy, Kathleen, and Cindy.

**Personnel:** No report.

**Old Business**

Teri raised a concern that Trustee presence at Saturday's concert was sorely lacking, with only two in attendance. Cindy said she had to pay staff for this event and was grateful for their help, and that of her intern and community service worker (not to mention the "guest" volunteers and spouses/partners of the Trustees, who stayed late to clean up).

**New Business**

Colleen suggested placing a croquet court on the front lawn. Gary asked if the town can roll it out so it looks more defined and functional as a court. It will be looked into, but all agreed that it would be a fun offering and catch attention of the public.

**Next Meeting**

Tuesday, July 31

Respectfully submitted,  
Lisa Wickersham, Acting Secretary