

Lewisboro Library Board of Trustees Meeting – March 14, 2018

Meeting called to order – 7:36

Trustees Present: Gary Page, Ann Marie Simone, Karen Potz, Richard Sklarin, Kathleen Fay, Theresa Eaker, Colleen McLafferty

Trustees Absent: Marc Seedorf, Lisa Wickersham, Nancy Euchner, Jay Luzzi, Eileen Curry

Others Present: Cindy Rubino, Director; Anna Moser, Liz Gabriele

Minutes: Minutes from February Meeting were reviewed. Rich made a motion to accept. Kathleen seconded. Minutes approved.

Treasurer's Report: Board reviewed Profit & Loss Budget vs Actual. Finances appear to be in line for this time of year. Development Fund has \$529,234.88.

President's Report:

What a great job the staff did during this recent storms - very difficult circumstances. Had no heat, internet and phones. Should we explore setting up enough generator power to keep all these going. Two fuse boxes - one fully powered - one is not. Heat pumps on the roof cannot be powered. During the last storm, Cindy learned about how to switch heat from roof to furnace. Recommendation is that Library brings in an electrician to set this system up to allow the Library Staff to make the necessary changes to heat the library if power is lost. Recommended a Diesel Generator - easier and more consistent to refill during an emergency.

Do we go forward with exploring the generator issue that would help us be a better storm shelter? Rich made a motion to move forward. Theresa seconded - all in favor. Motion passed.

Director's Report:

Storm Report - closed about 5 days for the first part of the storm. Put 2 space heaters in the conference room - patrons really appreciated the warmth. Town did offer some warming stations but it took a few days. Cindy - incredibly proud of the Library Staff. Library was open late several nights - people were appreciative. Books and DVDs were being checked out. Wifi was accessed by many patrons. Liz - organized and held Volunteer Fair on Saturday. Great attendance. Should invite Lewisboro.gov to next year's fair - or maybe have information sent to the Fair. Library provided drinks and light snacks. Lots of communication with the community during the storm - was very helpful to the community.

Doyle Auction House - Cindy has the check and it was deposited. It was \$878.50.

Children and Teens Technology Toys - Is the price competitive? Anna - the prices are from the seller directly. Board discussed these purchases. Motion made to approve up to \$1500 inclusive of all fees with additional good faith efforts to make sure the pricing is competitive and to include storage units to make sure these educational tools will last long. All in favor.

State Annual Report - needs to go in by the end of the week. Nearly completed. Storm and power/internet loses impacted the timeline of preparing this report. Covers programs, holding,

circulation, money in and out, trustees, policies, etc. Looking for provisional approval. System and State review it and we make necessary. Rich - motion to allow Cindy to approve this report. Kathleen seconded. Approved.

Public Library Association Conference - Cindy going next week to Philadelphia. Kathy - also looking to go by train. \$600 to have Kathy attend the exhibits - to talk to all the vendors. Kathleen made a motion to approve. Theresa seconds. To cover Kathy Iglesias' expense to attend the conference. All in favor.

Annual Appeal - Increase of 226 donors - \$50,223

Thank you gifts for Trustees for Ken and Mary. Nancy set these up from the Board.

JJHS internship - form sent in and today Cindy got a call from an interested JJHS Senior. We should continue to move it forward.

Discussed upcoming programming at the Library - Shared info about free apps and digital resources.

Committees -

Nominating Committee - Nothing to report

Personnel Committee - Nothing to report

Fundraising - Nothing to report

Library Fair Committee - September 22

Planning meeting - April 9 @ 7:00 - Library

Long Range Planning - Had staff focus group, sent surveys to various groups. Compiling those results. Parent Focus Groups - March 27.

Audit Committee - we should develop a committee. Theresa will look into this. What is the recommendation for how frequently other libraries complete an audit? Joe Gallo - not accepting any more clients - we are long time clients. Should also review the audit once it is done. Rich and Theresa will be on the Committee.

Old -

New - reviewed the conversation regarding hiring someone to lead the Fair. Also discussed how to organize the concert in different ways. It's better to space the fundraisers out. Kathleen will write some of her ideas and get them out to the Board Members. Maybe diversifying the music options would be helpful.

Next Library Board Meeting - April 11 at 7:30

Meeting ended at 9:15