

## Lewisboro Library Board of Trustees Meeting – May 9, 2018

### Meeting called to order – 7:34

**Trustees Present:** Gary Page, Ann Marie Simone, Karen Potz, Richard Sklarin, Kathleen Fay, Theresa Eaker, Colleen McLafferty, Eileen Curry, Nancy Euchner, Marc Seedorf

**Trustees Absent:** Lisa Wickersham, Jay Luzzi,

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

**Minutes:** Minutes from April. Meeting were reviewed. Rich made a motion to accept. Colleen seconded. Minutes approved.

**Treasurer's Report:** Everything seems to be in line so far. General fund raising is already \$1000 over the estimated fund raising. Money was moved into the CDs at UBS Investment House. Audit -Joe Gallo of FY217 and 990 - fee has increased to \$5600. Theresa made a motion to accept this. Karen seconded. Board approved this payment.

### President's Report:

Committee Assignments Reviewed

### Director's Report:

*Holiday Appeal* - \$53, 629. 234 donors - largest amount of donors since 2008. Up from 2016 - \$49, 586. Additional donors this year appear to be connected to Library's Storm Response.

*Website Proposal* - Patricia Barry of Graphics for Good did the Katonah website. Fresh modern look to the design - Also interviewed another web designer. Total comes out to \$2920 + \$438 (billable hours) + \$500 (software plugins). Some annual charges - total estimated charges - \$770. Cindy, Liz and Kathy will monitor website development. Nancy made a motion to hire Patricia Barry. Marc seconded the motion. Board approved website design and website proposal.

*Internet Fiber* - going back to fiber. Will increase bandwidth and speed. Not ready yet but WLS is hoping to have it ready by July. Still have COAX cable for wireless.

*JJHS Intern* - starts Monday.

*Programs* - updated the board on upcoming programs.

### Committees -

**Buildings and Grounds** - Cindy met with Jeff Cernac today. He thought the *bathroom sink* could still be fixed. His price will come back next week. Important to get this done. If Jeff can fix this we should move forward with this relatively quickly.

South Salem Presbyterian Church will use our building for Memorial Day Races.

*Roofing and siding* - rust stain on the town house side. Cindy called Canopy Roofing - he will call back.

*Electrician and Generator* - Cindy is calling a few people and meeting with them.

Patrons have asked about fencing in the front yard so the younger children can access that information safely. Board is not in support of this at this time but appreciate the ideas.

**Nominating Committee** - Wayne is here tonight as a prospective Board Member.

**Personnel Committee** - All up to date. Rich will take the lead on this committee.

## **Fundraising -**

Lynn Robin Barasch - Singer-Songwriter June 8. Been advertising - Going on in email blast and on FB. Jay was working on a checklist.

Beatles Trivia Night - Saturday August 18.

Jay Prince - November maybe

Brick Sales - Mother's and Father's Day Brick Sale - Deadline: July 6th

## **Library Fair Committee - September 22**

Last month discussed hiring a Library Fair Coordinator. Coordinator would have to communicate with all Fair Chairs. Would like to develop the game area further. May want to consider various activities for different ages. Nancy will circulate her comments again - finalize comments by next week on Monday. Cindy and Liz will get communication out. Board's goal is to move this forward. Interview committee - Gary, Marc, Nancy and Cindy will interview applicants.

Caramoor called Cindy - price for Fair Add - discounted rate \$620. Board not looking to move forward on this due to the timing.

Signs for the Library Fair - best to put them out in August.

**Long Range Planning** - Making progress. Drafted a new mission statement and formulated a plan. Will be filling in Planning Worksheet.

## **Audit Committee**

**Old** - Tech Toys came in - will be unveiled during programing this summer

**New** - Change of ByLaws Revision - Rich reviewed ByLaws

- 1) Article III, paragraph 1 says "Members of the Board of Trustees shall serve 2 four-year terms (8 years) and may be re-elected for a single term (4 years) basis on the discretion of the Board." That does not really make sense. I thought can only serve 8 years total.

"Members of the Board of Trustees may serve 2 consecutive four-year terms and, in the event the Board of Trustees does not have the maximum number of members upon completion of a second consecutive four-year term, a Member of the Board of Trustees may serve an additional four-year term upon majority vote of the balance of Board of Trustee members at a duly scheduled general meeting."

- 2) "A special meeting may be called by the President or any three members to address any issue (or issues) which, in the discretion of the President or members, need(s) to be resolved on an expedited basis before the next scheduled regular meeting."

Theresa motioned. Kathleen seconded. Motion is passed to revise the ByLaws.

- 3) Article VI, Indemnity, should be retitled INDEMNIFICATION OF INDIVIDUAL MEMBER(S) OF THE BOARD OF TRUSTEES

"The Association agrees to defend and indemnify any member/officer of the Board of Trustees for any act and/or omission arising out of, or in the course and scope of, the performance of its duties and responsibilities as a member/officer of the Board of Trustees without having to incur any personal financial cost, expense or legal fee in

connection therewith. Further to that end, the Association agrees to maintain at all times, in full force and effect, an appropriate Directors and Officers policy of insurance (at least in the same amounts and with similar terms and conditions as are contemporaneously in effect for Town of Lewisboro volunteers on Town supported committees) for the benefit of all members/officers of the Library Board of Trustees who have volunteered to serve the Town of Lewisboro.”

4) Article VII should say that the bylaws “may be amended by majority vote of the Board of Trustees at any duly scheduled general meeting.”

Cindy will look at Insurance Policy information.

Next Library Board Meeting - June 13 at 7:30

Meeting ended at 9:08