

Lewisboro Library Board of Trustees Meeting
October 10, 2018

Meeting called to order at 7:30 pm

Trustees Present: Marc Seedorf, Karen Potz, Colleen McLafferty, Jay Luzzi, Eileen Curry, Theresa Eaker, Nancy Euchner, Kevin Fitzmartin. **Trustees Absent:** Gary Page, Ann Marie Simone, Kathleen Fay, Lisa Wickersham, Rich Sklarin. **Others Present:** Cindy Rubino, Director, Kathy Iglesias

1. **Approval of the Minutes:** Minutes from September 2018 meeting were reviewed - Colleen McLafferty made a motion to accept. Jay Luzzi seconded. Minutes approved.
 2. **Treasurer's Report:** Revenue for the Library Fair is expected to come in at \$46,731. Colleen McLafferty questions the number for the fair – number seems slow and steady.
 3. **President's Report:** Marc Seedorf introduces new Treasurer, Kevin Fitzmartin. All board members welcome him.
 4. **Director's Report:** Review of the Library 2019 Draft Budget Summary Notes. Gifts and Contributions have increased \$5,500 – an up going trend. Fines have decreased due to the library adopting the automatic renewal policy. No change to the General fund raising – predicted to keep up pace with concert programs. NYLA – State will increase \$38. Colleen McLafferty asked to make a footnote that library continue to take from Unrestricted Gift Fund to help balance budget. Interest – Same. Library: Same
 - Expenses – Salaries are expected to go up 2.625%. Personnel committee should meet to discuss.
 - Benefits – Cindy would like to keep it at 10% as a place holder
 - Payroll – 3 % - estimated
 - Books and Media – have not recovered from 2009 budget cuts. Would like to increase 10%. Increase in digital and ebook collections. No change to Periodicals
 - Westlynx – fees depend on use
 - Utilities – higher electric bills – would like to increase
 - Insurance – Should stay the same
 - Legal – Will have an audit this year.
 - Office Supplies – Printer Ink eats up the budget due to heavy use and volume. Marc asked if there was a co-op to join to help lessen the cost.
 - Programs – Gary would like to increase this area by 25%. It's the life blood of the library.
 - Solicitation – Mailing letters. Postage – Same.
 - Custodian and Maintenance – Labor has increased due to minimum wage increase. Minimum wage will be \$12.00 - December 2018. Colleen McLafferty would like to add footnote here as well, on town budget request to support Library Budget
 - Equipment – Training/Education – Leave
- a. Overall summary: increase of 3.2 % on income. Need to ask town for a 3.75% increase. Expenses will increase 3.35%. Note: this is not a balanced budget. Jay Luzzi comments that the program increase is good for the town. Colleen McLafferty moved forward to pass this budget. Marc Seedorf seconded. All in Favor. Marc Seedorf suggests all board members go to Town Board Budget meeting.

- b. Annual appeal – 171 donors
- c. Buildings and Grounds – An estimate was provided by local landscaper - Mickey Farina for \$3,700 to repair the bluestone. Board member, Gary Page (not present) feels we should wait until a later date since after the winter. Theresa Eaker does not want to neglect the sidewalk due to safety issues. Theresa Eaker makes a motion to repair the sidewalk now. Motioned denied because board wants to wait.
- d. Library Website – moving slower than anticipated. Working on Color Palette for the design/visual impact of site.
- e. Holiday Party – December 7, 2018. Use the Sunshine Fund – Marc Seedorf motions, Nancy Euchner 2nds. Marc suggested to ask Sue Vails to cater.
- f. Annual Meeting – Last Sunday in January 27, 2019. Suggested Guest speakers - Noel Ray, author of “The Great Stain: Witnessing American Slavery” – artful storyteller. Marc Seedorf suggested Tom Maoli – local business person who underwrites the fireworks for town. A Real Estate agent was also suggested. Jeffrey Tambour? Board needs to think about this and commit by November meeting. Marc Seedorf will reach out to Tom Maoli. Start time for board members to set up for the Annual Meeting will be 3:00 pm. Food will be determined.
- g. Town board meetings will be held at the library beginning in January while the Town House is being renovated.
- h. Survey of Trustees – may be a requirement for all trustees to attend a 3-hour training a year. Cindy will resend the link from NYLA and suggested that all board members take survey to have input on this decision. In addition, every library employee will be required to attend webinar on Anti-sexual harassment. This is required by January 1, 2019.
- i. Anna is trying to reschedule the Amateur Astronomers program – at no cost to library.

Committees –

Library Fair – Margarita Vatis has submitted her hours for the Library Fair Coordinator Role. Hours have come in lower than expected. A \$500 bonus was suggested. Nancy Euchner made the motion to accept, Marc Seedorf 2nd the motion.

Nominating Committee – Welcome Kevin Fitzmartin

Personnel Committee – Nothing to report. Need to schedule a meeting to discuss salary increases.

Policy Committee – No news

Fundraising – Concerts Series – Nancy Euchner has requested help for set up and transportation for the NYC comedians. Concerned that the response numerous have been low. Decision was made to keep going with it.

November 2 – Jay Prince Concert.

Long Range Planning – Meeting will be held on November 16, 2018

Old Business - Nothing to report

New Business –

- Privacy Standards to be discussed at November meeting.
- Marc Seedorf and Jay Luzzi would like to resolve the ongoing storage issue of the furniture for events. Discussion will be continued

Approve next board meeting date: November 14 at 7:30 pm