

## Lewisboro Library Board of Trustees Meeting – September 5, 2018

### **Meeting called to order – 7:35**

**Trustees Present:** Gary Page, Ann Marie Simone, Kathleen Fay, Theresa Eaker, Nancy Euchner, Lisa Wickersham, Jay Luzzi, Rich Sklarin, Marc Seedorf

**Trustees Absent:**, Karen Potz, Colleen McLafferty, Eileen Curry

**Others Present:** Cindy Rubino, Director; Liz Gabriele; Margarita Vatis, Library Fair Coordinator

**Library Fair Report** - So far we are on target with fair. Next Fair Meeting is 9/12. Working on some signs for new sponsors. Working with new owner of Vista Beer and Beverage. Lions are doing the food - placing the order. Also have food trucks this year. Trustees should continue to try to sell Raffle Tickets. No large silent auction this year - having a mini silent auction instead. This year we have a tent for Trustees and Mini Silent Auction. Trustees will continue to look for items to add to auction. Car show still happening but this year no sponsor. Dean needs some help - Marc or Jay will reach out to him. Board discussed tents for books (adult and children). Also discussed advertising. Approved \$500-\$700 for advertising.

**Minutes:** Minutes from July meeting were reviewed. Rich made a motion to accept. Marc seconded. Minutes approved.

**Treasurer's Report:** Finances are as they are expected for this time of year. Gifts and Contributions are looking favorable. So far, 163 donors for Spring Donations = \$23, 506 which is more than last year. Reviewed balance sheet - should work on 2019 budget soon.

**President's Report:** Nothing new to report

### **Director's Report:**

*Insurance* - discussed insurance information. Recommendation to move to By the Cover Program. With this change, Library would have more coverage for less of premium. Board discussed. Kathleen made a motion to change insurance from Utica to By the Cover program for the Library's needs (as referenced in insurance coverage comparison reviewed). Nancy seconded motion. Motion approved

*Auto renewal of library materials* - implemented last month;

*Buildings and Grounds* - Children's room carpet and floor were cleaned. Walkways needs to be fixed a bit - Cindy will look into finding someone to do that repair.

*Programs* - busy summer. Great programs. Good attendance. Newsletter sent out to community.

### **Committees -**

**Nominating Committee** - We have a Treasurer- Kevin Fitzmartin. Lisa reviewed his background and made sure he was aware of expectation. Board voted. Unanimous vote - all in favor. Currently have 13 members + Kevin. Also spoke to Linda Wolfe - fall is busy for her but since board anticipated vacancies at the beginning of the year, Board voted and approved Linda joining the Board as soon as is possible.

**Personnel Committee** - Rich is now Chairperson. Cindy and Rich will meet to review budget.

**Policy Committee** - met to review policies.

*Code of Conduct* - updated language within the code to better reflect current library situations.

Rich made motion to accept the revised policy. Marc seconded. Motion passed.

*Wireless Policy* - Policy Reviewed. Rich made a motion to pass as discussed. Marc seconded.

Policy approved.

*Library Materials Reconsideration Policy* - reviewed and revised language. Rich made motion to pass policy as discussed. Marc seconded. Policy approved.

*Freedom to Read and Library Bill of Rights* - will return to these next meeting.

*Internet Use Policy* - WLS is implementing an internet filter now to meet Children's Internet Protection Act (CIPA). If library wants to filter additional information - it would be at our cost.

A more affordable way would be to order a privacy screen which could address a whole host of things and enhance privacy without taking away access. Cindy will ask Rob Caluori to join us.

**Fundraising - Concerts Series-**

*August 18* - Beatles Tribute band was a success!

*October 20* Comedy Showcase is set up. Discussed videotaping that event. Nancy will discuss with Luz Michelle.

*November 2* - Jay Prince Concert

**Library Fair Committee** - see above

**Long Range Planning** - focus has shifted to Library Fair right now. Long Range Planning is momentarily on hold.

**Old** - Nothing to report

**New** - watering flowers in the summer is really challenging - discussed looking into irrigation system and using Building Funds to support this purchase.

Next Library Board Meeting - October 10 @ 7:30

Meeting ended at 9:10