

**Lewisboro Library Board Meeting Minutes**  
**July 31, 2019**

Meeting called to order at 7:30 pm

**Trustees Present:** Nancy Euchner, Elena Dunn, Linda Press Wolfe, Jay Luzzi, Richard Sklarin, Jen Cayea, Kathleen Fay. **Trustees Absent:** Marc Seedorf, Colleen McLafferty, Theresa Eaker, Kevin Fitzmartin. Others Present: Cindy Rubino, Director

June Minutes approved unanimously.

**Treasurer's Report:**

Treasurer's report given by Cindy in Kevin Fitzmartin's absence.

May Annual Appeal: \$ 17,302 made so far from 139 donors which is \$ 200 - 300 more than last year at this time.

Bullet Aid grant from Peter Harkham's office will be received at the end of this year for a little less \$15,000.

Field Goods "I Love my Library" sweepstakes was won by our patron Lydia Romero and our library was awarded \$ 500.

The masonry work for the bluestone walkways came in at \$ 3,700 which is under the estimated cost. This was paid for from the development fund.

The mini sale of paperbacks and audiobooks made \$531 as of 6/5/19. This helps to make up a little revenue since library fines are a lot less since books are now auto renewed. The Botanic Garden Play event made \$ 850 in profit.

**President's Report:**

Nancy spoke about Wayne Caggiano's death and what a wonderful volunteer he had been for the library fair books. She announced the details for his wake and funeral. A memorial for Wayne was suggested as well as other volunteers who passed away. Nancy suggested putting up a large poster with a photo of Wayne and his name and putting it up at the books sale at the library fair. This was met with approval. Jay suggested having some kind of memorial protocol put in place as more of our volunteers pass on - mention was made of bricks bought in memorial. Wayne's family designated Lewisboro Library as one of two charities of choice to give to - in lieu of flowers.

Nancy discussed having to have a meeting in August just to approve of a purchase of new copiers. Rich made a motion to vote now to ok purchase. Nancy and Cindy pointed out that was not allowable by the bylaws. Rich then made a motion to pass an amendment of the bylaws so such purchases in the future would not require a trustee meeting. This was seconded by Jay. Cindy said she did not think this was permitted under the Open Meetings law.

August 14th was the date decided upon for a 'short' August meeting basically on the copier alone. September 11th is the date of the next meeting after that.

## **Director's Report:**

**Investment Policy:** ProBono Partnership a nationally recognized provider of free business and transactional legal services. Some libraries use them to review their personnel handbooks. (Cindy would like to pursue this)

**Buildings and Grounds:** The mason Nick Cambareri's crew completed the walkway repair. Cindy spoke with Jay before meeting regarding weeding that needs to be done on library grounds.

### **Technology:**

- **Printer/Copier:** In talks with copier service companies to possibly replace our computer printers with copiers that could also serve as our printers, scanners, copier and possibly fax. We would pay a monthly fee, but the company would provide all service, paper, ink and parts. We would receive a certain number of free copies for the staff. Three companies being considered. We need to have an August board meeting to approve the new contract.
- **Virus:** Ransomware virus, audit, WLS IT shake up and after effects. This RYUK virus caused a lot of upset amongst the area libraries - may effect WLS IT budget increase, may contribute to demand for new leadership. General responsiveness of WLS was criticized. RFP going out to find the right audit firm to do the audit and examine Evergreen and Virus response. There was a motion of dissatisfaction from PLDA to WLS in regards to response of WLS to computer virus.
- **Upgrades** were made for computers for me, Liz and Sherrie Sue to improve security and performance. Liz - Windows 10 purchased from Tech Soup at a cheap price. Upgraded hard drives for Liz and Sherrie-Sue's computers to solid state drive. All for about \$ 300 - this will be in next month's financial report.
- **New Website update** - will cost about \$ 500.00 more due to design changes with new logo and colors. There will be annual maintenance fees and widget fees and possibly a Book Site widget totaling \$ 500.00. Motion was made to Approve by Linda Press Wolfe and Elena Dunn seconded. Passed unanimously.

**Programs:** We are having a great Summer. There was a really good program for teens today on developing apps. The next big event will be the Christina Geist author talk. We will be hosting the League of Women Voters candidate's night on Thursday 10/17. JR Zuckerberg event will be postponed until 9/15 and 9/16. Peter Rose will be doing a lecture, tasting and book signing for her new book: *History on our Plate: Historical Recipe's from Americas Dutch past for today's cook* on 12/8. Also planning Creative Approaches to Networking for Job Search.

Fair: Raffle tickets and fair flyer mailed out to all households in town. Raffle ticket checks are already arriving in the mail.

### **Committee Reports:**

#### **Library Fair Committee:**

Cindy and Nancy reported on the Fair in Margarita's absence.

Next Fair Meeting needs to be scheduled.

Sponsor brochure has been created and printed.

Attempt to put off propane dig next to the book shed has been successful - will do after fair  
One food truck so far

Jay has found a free jewelry appraiser for the fair. David Rago is a known auction business

Jay brought up the progress of beer tent plans at fair - Captain Lawrence will donate beer.

Jay and Rich still getting liquor permit, insurance, and town board approval of selling beer at Onatru.

They are working at putting up boundaries in the garden perimeter for a "Beer Garden" at Fair.

Rich said an alcohol insurance rider would be added to our existing liability policy and will go into effect to cover all library events at which alcohol is served. \$250.00 for one-year coverage.

Captain Lawrence will offer free beer for other EVENTS as well in the future.

Linda - the local company AIA will possible work with us to make beer glasses to sell with the beer. They might discount the beer glasses and possibly become a sponsor as well.

Nancy wants to get t-shirts made for fair workers. Perhaps AIA might also help out there?

**Nominating Committee:** Kathleen gave report in Theresa's absence.

Peter Rose and Kathleen Ward are our two current nominations. Names of other possible board candidates have come up. Marc suggested Darcy Rydlun, the current president of the Garden Club. Jen has two candidates with children in the school district that she has been talking with for quite a while. The committee feels that Peter Rose and Kathleen Ward have precedence since we have been talking to them for some time. Jen's two candidates were next to be considered. Rich said let's invite all these interested people to work at the Library Fair and show us their interest. Jen was concerned that we need to have a broad demographic on the board as opposed to just considering the next person who is interested be on the board. Kathleen and Cindy said we do strive for a broad demographic. Jen mentioned that the Lewisboro Parks & Recreation advisory board also has the problem of too many South Salem residents.

**Policy Committee:** Briefly reviewed the history of our draft financial policy. Nancy asked if anyone had a problem with Allocation Range. Is it too conservative or too radical?

Linda felt it was fine. Rich suggests changing word the word "minimal" to "commensurate" risk in financial investment language.

Linda Wolfe asked whether we should add a "socially responsible clause" into our investment policy. Nancy thought this would be limiting. The fiduciary responsibility is held by all of board.

Nancy said we will talk to Steve Hall. Elena, Jay, Kathleen, Rich and Cindy all thought the addition of a socially responsible clause into our investment policy language was a good idea.

Kevin noted the recent volatility of the market due to trade uncertainty and concerns about possible recession. We will listen to Stephen Hall's financial advice and make our own decisions about when and how to invest Library funds.

**Personnel Committee:** No report at this time. Cindy is due for her review but it has not had happened yet.

**FUNDRAISING COMMITTEE:**

Kathleen brought up that Nancy had suggested we put fundraising on hold until we resolve the issue of trustees helping out with events and the organization and division of labor amongst the trustees. Kathleen apologized for missing last meeting where a big discussion was had on this and her suggestion that each trustee sign up for one event to work on a year. There is still much disagreement on this topic.

Linda said we were talking about doing things in a different way at the last meeting. In her professional role as a fundraiser, she has seen that her clients are doing fewer fundraisers with each event raising more money. We need to look at new ways to fund raise. Social media is one avenue. It was suggested that we table this discussion until the next fundraising meeting since this is already a long meeting. Kathleen said we would be happy to discuss new ideas but would ask that new fundraising ideas be followed through by the person suggesting it.

Rich suggests that we need to move our fundraising into the 21st century model!

Linda observed that so much work is being put into these events and with very little profit.

Maybe it is not the best way to be planning on meeting our budget goals.

Jay brought up the Captain Lawrence venture as a new idea that may be very lucrative. He would like to move in this direction.

Kathleen is concerned that trustees are not willing to work one night a year on a library fundraising event. Jay was concerned that a schedule had never been made up in advance.

Kathleen suggested that a trustee be responsible for one night a year or hire someone or find a substitute if they are not available to take their place. This discussion is to be continued at the next fund raising meeting.

**OLD BUSINESS:** Cindy suggested that we formally vote that Elena and Kathleen will be our co-secretaries. Linda made a motion for it. Jay seconded it. Passed unanimously. Elena and Kathleen are the new co-secretaries.

**NEW BUSINESS:** None.

Nancy made motion to adjourn at 9.45. Kathleen seconded. Passed unanimously.

Next meeting: A brief meeting will be held on 8/14/19 to approve the copier/printer contract.