

**Lewisboro Library Board Meeting Minutes**  
**May 8, 2019**

**Board Members present:** Nancy Euchner, Jay Luzzi, Kevin Fitzmartin, Colleen McClafferty, Marc Seedorf, Richard Sklarin, Jennifer Cayea, Elena Dunn. Others present: Cindy Rubino, library director; Dolores Antonetz, teen librarian; and Margarita Vatis, Fair coordinator

**Board Members absent:** Eileen Curry, Kathy Fay, Linda Press Wolfe, Theresa Eaker

1. Approval of Minutes

2. **Treasurer's Report**

Nothing unusual to report.

Discussed Investment Strategy

-Steve Hall in favor of UBS Dividend Ruler portfolio.

-Kevin spoke to Jack Potz recommended Vanguard Star.

Finance Committee will meet with Steve Hall of UBS.

3. **President's Report**

-the dedication for Gary Page was well attended and received local press coverage.

-Copia made a large donation of plantings and the landscaping was beautiful.

-Pound Ridge Stone did a great job providing the monument.

-A thank you and tax letter should be sent to both of them

-Jay and Kevin, Nancy's son and Elena's son pitched in with Peter from Copia getting the landscaping in shape.

-Eileen Curry has resigned from the Board and her position as Secretary

4 **Directors Report**

- Insurance dividend received: Utica National Northeast Library Safety group \$982.94 and 19.50 for the 2017-2018 term This is a 10.6% dividend.

- Workman's comp: Looking at a proposal from our agent to switch from Utica to The Hartford that will save money

- Annual Appeal: May annual appeal going out in the mail by the end of the week

- Personnel: Hired a second part-time circulation clerk to replace Jenny Hamren. Karen Paul started on May 3<sup>rd</sup> for training and will start her regular schedule in June.

MLS intern: Agreed to take on Jennifer Coulter who is getting her master's degree in library science as an unpaid intern from May 20<sup>th</sup> until August 8<sup>th</sup>.

-Smoking Ban: NYS has passed a new law prohibiting smoking on the grounds of public and association libraries that takes effect June 19, 2019. No smoking shall be permitted within one hundred feet of the entrances, exits or outdoor areas of any public or association library. Signage is required on all doors.

-Buildings & Grounds: Met with Mickey Farina – we found two badly deteriorating bluestones in the front of the library by the benches. Will add \$500 more to quote.

Walkway repair – \$4,700 2-3 days' work

-Met with Nick Camberari – did the last set of walkway repairs and installed memorial bricks. Will be sending quote. He emphasized that it is difficult to produce a quote. Stones will need to be lifted where the mortar has broken up. Cement is inspected beneath stones. Maybe fine but if it is turning to sand, will need to be recemented. Water can get in underneath stone and freeze/thaw cycle makes this happen. I asked him to lay this out in

an estimate as best as possible with the understanding that it may change during work.  
-Fresh Cut Flower CSA – looking at proposal to have library as a pickup location.

## 5 **Committee Reports**

### Library Fair Committee

-looking for volunteers  
-concerned about parking personnel

### Fundraising Committee

-the fundraising letter is going out shortly.

## 6 **Old Business**

-Jay Luzzi in response to comments initiated a discussion about Library Board Members' responsibilities.

Issue: is it a Board Member's responsibility to be a worker bee; i.e.: setting up for events, working events, breaking down and cleaning up after events. Or is the Board Member a representative of the Library in the community? Is the Board member responsible for overseeing the operation of the Library and strategic fund raising? The Board member should have input on the policies of the Library as well as the content of events held at the Library.

Marc Seedorf concurred. The matter was tabled for further discussion.

## 7 **New Business**

-discussion of installing a memorial brick for Reverend Doctor Chip Andrus. Richard Sklarin said he would pay for the brick. Marc Seedorf stated Chip liked to be officially known as the Reverend Doctor Chip Andrus.

-exam week is 6/17-6/21 and several trustees volunteered to keep the library open in the evenings for students who want to study her.

-Margarita Vatis made a presentation on behalf of the Lewisboro Artists Association. The gist of the presentation was that the Association wanted to use the Library facility as a venue to display the individual artist's work. Board members discussed staffing issues, funding and insurance issues. The Board felt that it would not be appropriate to allow the Artist's Association to use the Library's nonprofit ID for any non-library use.

-Logo design: Several possible new library logos were presented and the trustees liked possibilities. Motion presented to award two prizes and own two designs, which creatives could then adjust per the Logo committee's recommendations. Motion accepted.

-Dolores Antonetz, the Teen Librarian spoke about teen programs, expanding programs and working with JJHS students to foster a relationship between the library and JJHS

-discussion about bids for concrete and stone work for the paths outside the library. Mickey Farina was higher than expected and discussed soliciting new bids.