

Lewisboro Library Board

February 12, 2020 Meeting Minutes

Board members present: Nancy Euchner, Kevin Fitzmartin, Linda Press Wolfe, Jenn Cayea, Elena Dunn, Richard Sklarin, Peter Rose, Jay Luzzi, Colleen McLafferty, Andrew Tedder, Melissa LeSavage

Others present: Cindy Rubino – Lewisboro Library Director, Kathy Iglesias – Head of Circulation and Technology Coordinator

Stephen Hall of UBS presented an update of investment portfolio to the Board.

Called to order 7:55 pm

Approval of Minutes from January 15, 2020 -unanimously approved

Treasurer's Report

Bullet Aid Grant of approximately \$13,869 received to operating fund.

Nancy gave an overview of the various funds – Unrestricted Gift Fund, Development Fund #1 (mostly CDs) and Development Fund #2 (mostly Fixed Income and Equity). Finance committee will meet and make recommendation about what to do when CDs mature.

President's Report

New board members join committees. Andrew joins Fundraising and Building/Grounds. Melissa joins Nominating and Personnel. Colleen becomes chair of Policy.

Discussion and vote for Library Fair date:

September 12 received 10 votes (LPW, ED, AT, RS, JL, ML, CM, KF, PR, JC)

September 26 received 1 vote (NE)

Nancy reviewed this year's Board goals:

- 1) Rebrand the Library with new logo, tagline, and website
- 2) Create a financial strategy including investment policy, investments, and communication of true financial picture
- 3) Connect with the Katonah-Lewisboro School District to share information and host programs that benefit both the Library and the District.

New goals discussed include:

1. Building and maintaining a closer relationship with Town Board to demonstrate need for increased funding. We will invite Board Member Jane Crimmins (Town Liaison to Library) to March Board Meeting.

2. Focus efforts on recognizing and appreciating donors, and on outreach to Business community. Linda suggested a video interview with Cindy and Jane to be aired on LCTV. The production can focus on various activities and events held at the Library.

To show our appreciation to major donors, Linda suggested that we individually recognize them by sending handwritten letters to cultivate personal relationships. The entire Board agreed to take part in this recognition campaign. Linda suggested a special luncheon or similar event would also celebrate our major donors.

Jenn requested that we retain the goal of connecting with the School District and furthering that partnership next year and Trustees agreed.

Director's Report

\$7000 donation from Diane Brownstone to annual appeal.

Building repair - toilet fixed

2020 Census – can be answered digitally. WLS grant to educate staff about the Census. Laptop available as Census kiosk.

NYS Annual Report – evolving and being updating minimum standards and goals. More emphasis is being placed on training and education of staff and trustees. Discussion about the number of trustees and filling open positions. Nominating committee will meet to discuss and make recommendations.

Technology – the new website is almost ready. The Library Fair date will be added to website.

Committee Reports

Library Fair Committee – We are in need of a Fair Coordinator. Advertisement will be on website, Facebook and emailed to trustees to share. 20 hours/week at \$20/hour

Nominating Committee – Jenn welcomed Melissa LeSauvage and Andrew Tedder to the board. Their contact information will be shared with the board. Liz Gabriele created an ad to be used to recruit for future trustees.

Policy Committee – Discussion about drafting a policy when minors attend events – they should be supervised by their parent. Gift Policy reviewed and change made to include “jewelry and vehicles”. Motion made by Linda Wolfe. Seconded by Richard Sklarin. Unanimously passed. Privacy Policy to be developed.

Fundraising Committee – Pluck and Rail concert - 65 tickets sold- net profit \$1124. Upcoming Sinatra concert of Feb 14 – 39 tickets sold so far. Looking to have 4 evening “fun-raisers” per year. Comedy night is booked for October 24.

Student musical groups booked for Friday, May 8. A fundraiser for ArtsAlive! The KLSB booster for the arts.

Canvas book bags to be researched- can sell and to be given to donors.

Next meeting will be Wednesday, March 11 at 730pm.

Motion to adjourn by Linda Wolfe. Seconded by Jay Luzzi. Unanimous vote.

Meeting adjourned 10:10.

Minutes taken by Elena Dunn