

Lewisboro Library Board

March 11, 2020 Meeting Minutes

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

Board members absent: Peter Rose

Others present: Cindy Rubino – Lewisboro Library Director, Liz Gabriele- programming/marketing/fundraising associate, Jane Crimmins – Town Board Councilmember and Library Liaison

Called to order 7:35 pm

Approval of Minutes from February, 2020 –Moved by Rich. Seconded by Kevin. Unanimous vote with edit of typo.

Treasurer's Report

Kevin noted loss of \$20,000 as of end of February driven by Westlynx payment. Slight improvement in cost of utilities due to warmer winter. Salaries were higher due to 3 payrolls in January. Salary and Benefits for the two-months of 2020 are up 20.16% versus the same period in 2019, while Town of Lewisboro contributions rose by only 4%. Capital investment loss noted due to market downturn.

President's Report

Nancy welcomed Jane Crimmins to meeting and thanked her for her very successful reading of Yurtle the Turtle the previous week in the Children's Room. Brief discussion about the cut in funding from the Town from 2008 to present.

Overview of Board goals of last year.

New Trustee goals for 2020 discussed include:

1. Build and maintain closer relationship with Town Government. Raise awareness of programs and services available and fundraising efforts. Demonstrate need for increased funding. Coordinate with Town on how library can assist in emergency response.
2. Focus on recognizing donors and outreach to business community. Cultivate current and prospective donors with personal contact and recognition events. Creatively engage business community with sponsorship opportunities beyond the library fair.
3. Connect with KLSA to foster Library and District programming and communication. Expand cooperative programming of all types building on the success of prior year. Enhance volunteer and internship opportunities.

Motion made to adopt new goals by Colleen. Seconded by Jenn. Unanimously approved.

Director's Report

Cindy discussed actions to take due to Covid-19 spread. Cleaning company ARCO to do deep cleaning twice a week at the rate of \$90 per cleaning. Motion to approve made by Linda. Seconded by Colleen. Unanimously approved.

Discussion of the prepared plan titled "Lewisboro Library's Precautions Concerning the Coronavirus". Details include availability of hand sanitizer pumps on public service desks. Staff sanitizing high touch areas. WLS hold and interlibrary delivery system cancellation as of Friday March 13. The library cancelling all programs through the end of March. No change to hours of operation at this point. Info to be shared with public and is subject to change.

Motion made by Rich authorizing the Director to follow the recommendation by appropriate government official to close the Library if necessary. Seconded by Jay. Unanimously approved.

Discussion about pay for hourly employees in the event of Library closing. Motion to approve a resolution to continue to pay all salaried and hourly Library staff in the event of closure with the caveat of employees being able to continue work from home if possible. Will be revisited at next Board meeting. Motion made by Nancy. Seconded by Linda. Unanimously approved.

Cindy shared the news that our wonderful Teen Librarian, Dolores Antonetz will be retiring in May. Anna Moser expressed possibility in changing her roles as children's librarian to youth services coordinator.

Technology – the new website is almost ready.

Census bureau asked to use our conference room for meetings.

Approval from Board to use funds from Sunshine Fund to recognize long time employee Millie Huffmire and volunteer Laura Isler.

JJHS Senior Internship program – Jackson Neu will be interning this spring.

The Board reviewed and approved the NYS Annual Report for 2019.

Committee Reports

Library Fair Committee – Fair date is Sept. 12. Still in need of a Fair Coordinator. Still looking for Sponsor Chair and Bake Sale Chair. Elena reaching out to friends who expressed interest in bake sale chair. Fair Chair meeting April 15.

Nominating Committee – Jenn met with Cindy and Nancy regarding trustee terms. Each trustee's term will be January to December for four years regardless of the month a trustee begins serving on the board.

Nominating will put forth a board expectations document for full review. Jenn met with an outstanding candidate for the board of trustees and will be presenting in April.

Policy Committee – Motion made to approve Privacy Policy by Kevin. Seconded by Jenn. Unanimously approved.

Emergency Policy is in development.

Fundraising Committee – Elena shared upcoming events: Comedy on October 24. Jazz on November 13.

Student musical groups booked for Friday, May 8. A fundraiser for ArtsAlive! Discussion of mini-golf event in June and Escape Room idea in development with the plan to offer it in early 2021.

Linda shared sample letters to use for cultivating relationships with large donors. Each trustee asked to write to 6-7 donors. A second letter to donors will invite them to a special invitation only event. Working title of event "Literary Leaders of Lewisboro" and Linda will research details.

Linda developing a detailed sponsorship form to be used to sell naming opportunities to various local businesses.

Next meeting will be Wednesday, April 8 at 730pm.

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

Meeting adjourned 10:00 pm. Minutes taken by Elena Dunn