

Lewisboro Library Board

April 7, 2020 Virtual Meeting Minutes

Board members present: Nancy Euchner, Rich Sklarin, Colleen McLafferty, Kevin Fitzmartin, Jennifer Cayea, Peter Rose, Melissa LeSavage, Linda Wolfe, Andrew Tedder, Elena Dunn, Priscilla Luckow

Board members absent: Jay Luzzi

Others present: Cindy Rubino- Library Director, Kathy Iglesias- Library Technology and Circulation, Anna Moser – Children's Librarian, Dolores Antonetz – Teen Librarian, Jane Crimmins – Library Liaison

Meeting called to order at 7:35 pm

Approval of March 2020 minutes – Motion by Rich. Seconded by Nancy. Approved 10-0. LW abstained.

Nominating Committee

Motion moved by Jenn to nominate Priscilla Luckow, a wonderful teacher and town resident for 34 years, to the 2020 Board of Trustees. Seconded by Colleen. Unanimously passed.

Fundraising Committee

Library has to postpone events due to Covid-19. Discussion regarding postponing the major donor outreach letters. Discussion about May direct appeal and the difficulty to solicit funds at this time. Consensus reached to redraft messages to donors. Linda will collect comments from board members and compose new samples. Wording of donor letters will be similar to new May appeal letter. Liz Gabriele to be included in the process. Whether to move forward with sending letters and appeal to be re-examined at next board meeting.

Treasurer's Report

Operations are running at a \$26,000 deficit for the first quarter (January-March.) Any 2020 funding cuts from Town will severely impact Library finances. Development Fund 2 decreased by approximately \$21,000 over the month due to stock and bond market downturns.

President's Report

Nancy thanked board members for holding emergency meeting to approve moving forward with PPP. Welcome and thank you to Jane Crimmins from the Town Board. Congratulations on launching new website.

Director's Report

Cindy updated board on how Library has been operating since closing last month. Staff is very active working from home including Anna's virtual programs. New website involves more training. Cindy has been reducing spending by cutting cleaning services, lowering thermostat and postponing purchases. Dolores will still be on staff through the end of the year. Cindy has had more communication with Capital One Bank about the PPP process. Motion to move to allow

Cindy to go forward with PPP application by Colleen. Seconded by Kevin. Unanimously approved. Cindy will update board on the process. WLS has mini- grant program which can provide up to \$2000.

Cindy shared the new design and features of website. Kathy shared updates to circulation policies – due dates moved to May 1, extended borrowing limits, extended hours to digital programs, ease of renewing library cards. Kathy expressed interest in creating a tutorial showing how to access web-based materials. Anna shared the increase in viewers of her virtual story times. Both Dolores and Anna shared their progress on planning summer reading programming. Discussion on how materials are collected from book drop and not going back to WLS as of yet.

Committee Reports

Library Fair – Cindy has advertised for Fair coordinator job. Three resumes so far from non-locals. Fair Chair meeting postponed. Discussion on “virtual fair” ideas such as online auction lots instead of Attic Treasures and Adult Books bought via email. Jenn suggested a “telethon” using local entertainment from past concerts to raise funds.

Policy Committee – Emergency policy still needed.

Personnel Committee – Next meeting April 14 at 7:30pm to discuss hourly employees.

Public Comments

Jane shared that there was no mention of cutting funds to Library at recent Town Board meeting. Westchester County Tax relief legislation should pass and unsure how that will affect the Town’s budget. Possible loan needed. Jane also expressed thanks to Liz Gabriele for sharing the communication from Town to the public via Facebook and email blasts. Jessica Leibman from the Record Review thanked the Board for the meeting.

Next Library Board meeting scheduled for May 13, 2020

Motion to adjourn meeting at 9:52pm made by Colleen. Seconded by Linda.

Minutes taken by Elena Dunn