

## Lewisboro Library Board

### October 14, 2020 Virtual Meeting Minutes

Board members present: Nancy Euchner, Rich Sklarin, Kevin Fitzmartin, Melissa LeSauvage, Andrew Tedder, Elena Dunn, Priscilla Luckow, Linda Press Wolfe, Jennifer Cayea, Jay Luzzi, Colleen McLafferty

Board members absent: Peter Rose

Others present: Cindy Rubino, Liz Gabriele, Marianne Pei, Jessica Leibman

Meeting called to order at 7:35 pm

Approval of September, 2020 minutes – Motion by Rich. Seconded by Linda. Approved unanimously.

#### **Treasurer's Report**

Kevin shared these financial highlights:

\*Nine Months Net Income is a net underfunding of \$(37,734) compared to an underfunding level of \$(36,707) for 2019. The delayed Town Funding for 2020 is not reflected in the results. This Funding is anticipated in the 4th quarter. Net Income was negatively impacted by the cancelled Library Fair but was mitigated by the PPP funding, grants and generous donations. Operating expenses including custodial and maintenance are lower than last year.

\*For the month of Sept. 2020, Net income was \$6,126 compared to \$39,428 for Sept. 2019. The Net Income reduction of \$33,302 from Sept. 2019 is attributed to the cancelled Library Fair this September which had generated \$50K in September 2019. Results were positively affected for the month by generous donations and the Historic Hamlet Hunt.

\*UBS investment fund showing increase of 8.2% for the year.

Cindy reported no major expenses on the horizon and Kevin thinks the library will be in a favorable position by year end. Nancy suggested buying supplies and paying invoices before the end of the year.

Cindy shared a draft budget for 2021 which shows over \$71,000 in the red. Major cuts were made in programming and publicity. Cindy presented the budget to the Town Board and asked for additional \$5400 to reflect the 1.23% increase in the minimum wage. Finance committee plans to meet one more time before November board meeting. Nancy commented that the 2021 budget does not reflect any salary increase for staff.

#### **President's Report**

Nancy praised Cindy's wonderful budget presentation to the Town Board. Tote bags are available for all board members.

## **Director's Report**

Cindy shared that September was a quiet month with circulation statistics down a bit. Curbside pick up is still popular. Virtual programs are strong and digital content borrowing is up.

The library now has some "in person" programs happening such as story hour and knitting club being held outdoors. The Dungeons and Dragon club has met indoors twice so far observing safe social distancing and Covid protocols.

WLS IT working on an agreement to reflect changes by library directors.

Cindy is prepared to file PPP forgiveness application and is waiting for the Capitol One portal to open. Cindy anticipates total forgiveness of the PPP loan.

Great upcoming fall programs include a teen hike and autumn outdoor programs with Anna. Virtual programs for adults include an author talk on November 1.

## **Committee Reports**

Fundraising – The Historic Hamlet Hunt raised \$2530 and the raffle brought in \$2340.

Greenway tie in has not shown any money coming in yet. Nancy to contact Greenway.

Nancy proposed a virtual wine tasting event. Discussion about holding it in February keeping in mind the Annual meeting in late January. Rich suggested a beer tasting or offer a series of tastings including cocktails also. Fundraising committee will meet to discuss details.

Liz shared information the was discussed at the National Giving Day appeal seminar. The day can be used as an extra opportunity to ask for donations. Include a story that people can relate to and ask people to give what they can. Linda proposed a "matching grant challenge" and encourage people to match the \$30,000 from the Brownstones. Linda suggested the year end appeal letter should arrive before Thanksgiving. Liz, Linda and Nancy will meet to write appeal letter.

New Biz – Priscilla shared that Parks and Rec are looking for more cars for the Trunk or Treat event on Halloween.

Annual meeting date is January 31 and we are in need of a speaker. Possible speaker Valerie from Prospector Theater.

Next Library Board meeting scheduled for November 11, 2020 at 730pm.

Motion to adjourn meeting at 9:03 pm made by Elena. Seconded by Jenn.

Minutes taken by Elena Dunn