

Lewisboro Library Board
August 17, 2021 Meeting Minutes

Board members present: Andrew Tedder, Elena Dunn, Jay Luzzi, George Lasota, Kevin Fitzmartin, Melissa LeSauvage, Colleen McLafferty

Board members absent: Jennifer Cayea, Maggie Liegy, Peter Rose, Priscilla Luckow, Veronica Mcilraith

Others present: Cindy Rubino, Julie McCaffrey

Call to order at 7:35pm

Approval of July 2021 minutes – Motion by Melissa. Seconded by George. Approved unanimously.

Library Fair

Julie updated the overall layout of the fair with vendors on main lawn and children's area in lower lawn near community garden. Examples of children's activities include face/arm painting, balloon animals, playdough area, petting zoo/ animal groups such as Rock N' Rescue, and story time with Miss Marie. Dunk tank volunteers include local politicians and administration from KLSO. Touch a truck area will include local FD and PD representatives and vehicles. First Donation Day went very well. Next fair Chair meeting will be Sept 9, at 7pm. Cindy reported that raffle mailing went out and has received 50 checks back for raffle book purchases. Permit application for beer tent has begun. Town needs to approve beer tent at next Town Board meeting on August 23, 2021. Possible vaccination pop up center at fair. Details are still being discussed. Yard signs advertising the fair are available to be displayed around town.

Treasurer's Report

Kevin highlighted that Year to Date funding is \$60,176 higher than last year but does not reflect fees for prior pension compliance filings and employee's expenses that are anticipated to be paid this year. The variation also reflects delayed Town funding that started in July 2020. If funding was not delayed, the variation would be a positive \$26,842 instead. Kevin spoke with Stephen Hall of UBS who recommends moving more assets into equity. Finance committee will meet with Hall to learn details about recommendation.

Cindy explained the need to set up new business checking accounts- one for regular library business and one for library fair business. The current 3 personal accounts (operating checking, Fair checking, and savings) at Chase Bank will be closed and the new business accounts will be opened. Decision will be made between opening Complete Checking versus Cumulative Checking. Further discussion on status of online business savings account with Capital One will take place after Chase banking accounts decided.

Motion to pass resolution to open two new business accounts and close current personal accounts made by Andrew. Seconded by Melissa. Unanimously passed. One account will be titled Lewisboro Library account with the following signers: John F. Luzzi, Kevin F. Fitzmartin, and Cynthia Rubino. The

second account will be titled Lewisboro Library Fair and will have the signers: John F. Luzzi, Kevin F. Fitzmartin, Cynthia Rubino, and Harold Ossher.

President's Report

Jay enthusiastically reminded board members about participating in our largest fundraiser of the year – the Library Fair on September 18. Jay thanked Melissa for creating a rotating schedule for the Buildings and Grounds crew. The juniper bushes near town garage are next on the “to do” list.

Director's Report

Cindy shared donations totaling \$16,575 from 128 people came in from Spring appeal letter. Survey results are being compiled. Masks must be worn at all times inside library. Curbside pick-up is declining as more people come into the library. Summer reading programs have final culminating events this week. Fall programming is beginning including the Lewisboro Ghost Walk with Maureen Koehl. Teen librarian Jane Rothschild, will work with her teens to act as ghosts along the walk.

Insurance liability is going up by 13.69%. HVAC heat pumps and filters serviced. New fundraising bricks to be installed on walkway.

Kathy and Cindy applied for federal grant in the amount of \$3198 to purchase Wi-Fi hotspots and Chromebook laptops. These can be loaned to residents whose internet service is unreliable. Estimates from electricians are coming in to add wiring for Wi-Fi access points. WLS is facilitating purchase and installation of new Wi-Fi equipment and negotiating with Optimum for increased speed. There are three different speed options – 300, 500, or 1gb. Cindy to request funding for Wi-Fi improvements from Town's American Rescue funding.

Cindy, staff, and trustees hosted Assemblyman Chris Burdick for a meeting and tour of Lewisboro Library. Burdick's Chief of Staff, Heather Lackey and Communications Director, Jackie Mishler are both residents of Lewisboro and big fans of the Library.

Fundraising Committee

Oktoberfest at Onatru has been postponed. More lead time is needed to get all the pieces in place. Beer mugs will be used to sell at the fair under the beer tent.

Nominating Committee

Motion made by Andrew to move Jay Luzzi from “Acting President” to official “President of Board of Trustees” for the Lewisboro Library. Seconded by Melissa. Unanimously approved.

Pension Committee

Cindy has requested information from Brighthouse. It should be received within 48 hours.

Next board meeting will be September 8th at 730 pm.

Meeting adjourned at 935pm.

Minutes taken by Elena Dunn