

Lewisboro Library Board Meeting Minutes
December 11, 2019

Meeting Called to order at 7.42 pm

Trustees Present: Nancy Euchner, Elena Dunn, Kathleen Fay, Kevin Fitzmartin, Rich Sklarin, Jay Luzzi, Peter Rose

Trustees Absent: Marc Seedorf, Linda Press Wolfe, Theresa Eaker, Colleen McLafferty, Jen Cayea

Others Present: Cindy Rubino, Director

November Minutes approved unanimously.

Kathleen made motion to approve and Kevin seconded it.

Treasurer's Report:

The November projection for the year was a loss of \$24,000 with the main unknown variable at the time being the "Gifts and Contributions". The official budget for 2019 is a loss of \$54,116. That 2019 budget had a contribution from the "Unrestricted Gift Fund" of \$24,000. If you eliminate that transfer the budgeted loss is \$78,116. The transfer is also a loss because the income from Taxes, Library Fair, Gifts and Contributions, etc. cannot cover the expenses. In essence they are additive.

Kevin suggests that UBS presents in February to the whole board every year. The rest of the year Finance Committee would report to the board about the progress of the UBS investments.

The board approves this idea unanimously. Kevin made motion, Kathleen seconded.

Kevin anticipates improvements in investment income.

President's Report:

Theresa and Marc leaving - sadly - will be thanked at annual meeting.

Board approves of retirement gifts. Rich made motion - Jay seconded.

Discussion of annual meeting on 1/26/20:

Clay Gordon speaker - a chocolate critic and author - will kick off February/Valentine's Day/Love your Library. We will be selling Deborah Ann Chocolates as a small fund raising effort at the annual meeting and through Valentine's Day at the library.

We normally don't have a January meeting besides the Annual meeting. However, we will have a brief meeting on 1/15/2020, to discuss the budget in relation to the final annual appeal results and possible nominations for new trustees.

Director's Report:

Annual Appeal:

The appeal is doing well with \$ 57,652.15 so far, with \$9,000 more in the last 10 days alone.

Cindy is hopeful for even more growth. Last year was a banner year for the annual appeal with \$81,000 was raised.

New York State LLA local aid to library: we are still waiting for the remaining 10% of grant to come in. It may come in January 2020. \$3,388.00 is total amount of LLA.

Senator Harkham's bullet aid grant is between \$13,000 to 14,000. Each library in district promised aid has not come in yet. We may not receive until January.

Jen Castelhana is the director of constituent services for Harkham. She has been very helpful to us - helped with liquor license for library fair.

Rich suggests that we keep investments returns in development fund and not transfer to operating fund. The Town board mistakenly thinks perhaps we can use the development as operating reserve. Jay suggests we have to put on better presentation for big town meetings to better explain being an association library - that we only get 75% of operating budget from them. We are making cuts and possibly closing days in order to our balance budget. We are still dead last of per capita spending in terms of public support from towns in Westchester. We need to make town and town board more aware of this. Elena and Jen will meet with Jane Crimmins, the town board liaison to the library, at some point in the future.

Personnel: Nothing to Report

Technology:

Website should be finished by the end of the year.

We will be starting credit card use for late returns and fines - The use of a credit card would require a service fee for patron, so the library will not be hit with charge. Only Kathy and Cindy would run it thru for convenience of customers. Again we are discontinuing the automatic renewal in order to help stop the fine revenue from going lower.

12/14/19 - Saturday at 4.30 pm. 'It's a Wonderful Life' radio play on stage - 9 actors plus sound effects. Community theatre group fee is \$250.00. We will offer it as just a program but will ask for donations at the door. Cindy just planning on having cookies and cider. Asks for help with set up?

Cindy presented Budget Cut ideas:

Cut the part time position that processes the interlibrary loan delivery of library items and have this function done by the circulation desk clerks for ten months of the year. It will be restored in the summer months due to a higher volume of interlibrary loan and a very busy circulation desk.

Kathleen made a motion to pass this cut and Kevin second.

Sunday is Cindy's recommendation for day of closure, instead of two weekday mornings

We tabled this decision on closing a day for a future meeting.

Cindy recommends - Bonus elimination for personnel but leaving raises at 2.625 % to match town's level of raises.

Rich proposed and Elena seconded

Peter and Kathleen vote no - wanted to cut raises as well, but motion is passed.

Other cuts to budget:

- Cut Books & Media by \$1,000
- Cut periodicals by \$600 (cut Wall Street Journal)
- Cut office expense by \$500

Programming: 2020:

Senior Seminar Day: Liz put together in partnership with Town of Lewisboro Senior program and Family Services of Westchester. It will be held on April 4th. Lunch supplied by a local senior living center; Atria.

Committee Reports:

Finance: See Above.

Library Fair Committee: See above

Buildings and Grounds: No report.

Nominating Committee: No report. We will have nominating meeting very soon to discuss 3 possible candidates nominating meeting.

Policy Committee: No report.

Personnel Committee: Will meet soon.

Fundraising Committee: Has scheduled Pluck n Rail group to play on January 31, 2020.

OLD BUSINESS: No report.

NEW BUSINESS: No report.

Peter made motion to adjourn at 9.40...Rich seconded

Next Meeting: 1/15/19

Minutes prepared by Kathleen Fay and Cindy Rubino.