

Lewisboro Library Board
November 10, 2021 Meeting Minutes

Board members present: Andrew Tedder, Elena Dunn, Jay Luzzi, George Lasota, Kevin Fitzmartin, Maggie Liegy, Peter Rose, Jennifer Cayea, Priscilla Luckow

Board members absent: Melissa LeSavage, Veronica Mcilraith, Colleen McLafferty

Others present: Cindy Rubino -Library Director

Call to order at 7:35pm

Approval of October 2021 minutes – Motion by George. Seconded by Jen. Approved unanimously.

Treasurer's Report

Kevin highlighted the year-to-date net funding is \$30,176 higher than last year. Positive variation reflects higher gifts and donations, return of the Library Fair, increased town funding, lower payroll and benefits expenses, publicity and solicitation expenses offset by lower grants and increased legal, insurance, electric utility and Westlynx expense.

October 2021 net funding amounted to \$(1,162) compared to \$103,826 in October 2020. Excluding the Town true-up of delayed funding in October 2020 of \$100,000, the net funding would be \$3826 in 2020. The adjusted variation would be a decrease in net funding of \$4988 compared to last year. Principally attributed to: Timing of receipt of NYS grant - \$2,553 received in October 2020 compared to \$3,191 in September 2021; Increase in Books and media expense of \$1,630.

Kevin reported on recent meeting of finance committee with Stephen Hall from UBS. Stephen recommended to shift equity from 40% to 55% as well as moving unrestricted cash fund of \$82,852 into investment portfolio. Motion made by Jen to adopt Stephen Hall's recommendation. Seconded by George. Unanimously approved. Stephen also suggested review of finance policy to make more detailed.

Cindy will attend the Town Board budget public hearing on Thursday December 9. The Library is requesting \$12,400 to cover minimum wage increase and the WLS IT fee increase. Cindy will attend NYSHIP webinar on November 30 to learn new premium increase for health insurance. Personnel committee will meet in early December to consider salary increase for to 2022 budget. Budget will then be presented for approval at next library board meeting on December 8 2021.

President's Report

Jay updated board on discussion about volunteer code of conduct. Personnel committee to draft a policy. Annual meeting set for (January 30 at 4pm) speaker search continues. Cindy to ask Andrew Selesnick, Superintendent of KLSD. Jay informed board of exciting program about invasive species documentary and speaker. This is an event cosponsored by the Lewisboro llbrary and the Lewisboro Garden Club.

Director's Report

Cindy shared that mask mandate has been lifted as of 11/8/2021. All 4 computers have been opened for public use. Curbside pick-up decline a bit while in person visit remain about the same as last month. Keating electric installed wiring for 2 new wi-fi access points. Back office network was set up by Sam Dodge at no cost to library.

Very successful Ghost Walk last month- 60 people signed up. Weekly email blast with new program – Author Talk and Girls who Code Club. New Maker Space corner set up in Children's Room by Miss Marie. Teen hike with Jane Rothschild had 9 teens participate.

Pension plan update: Cindy submitted 5500 filings under Pinnacle's direction. Penalty fee of \$750 paid.

Fundraising Committee

Appeal letter is at printer and will be mailed soon. Pop-Up Bakery to happen on or around December 15th. Adding more bakers (Anna Oneto) to expand the offerings. Upcoming raffles in the works – Taste of the Town, Gossett's Market, and Grill. Comedy night possibly happening in June.

Personnel Committee

Committee will meet to discuss salary increases for 2022.

Building and Grounds Committee

Discussion about walkway. Mold cleaned off window sills. Gardens mulched.

Nominating Committee

Peter Rose is sadly retiring from the board of trustees but promises to continue to help with some fundraising events and to continue to keep the board stocked with her delicious shortbread. Kevin has agreed to stay on for another term and to continue as the Board's treasurer.

Jen made a motion to nominate Stephen Unterhalter to the Board of Trustees. Seconded by Peter. Full vote to take place at the annual meeting.

New Business

George mentioned an idea for the library to showcase high speed fiber abilities by setting up the conference room as a space that can be reserved and used by members of the public for business meetings.

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

Motion to adjourn made by Peter. Seconded by Jen. Unanimous vote.

Meeting adjourned at 9:20pm.

Minutes taken by Elena Dunn