

Lewisboro Library Board  
October 13, 2021 Meeting Minutes

Board members present: Andrew Tedder, Elena Dunn, Jay Luzzi, George Lasota, Kevin Fitzmartin, Colleen McLafferty, Maggie Liegy, Peter Rose, Jennifer Cayea, Veronica Mcilraith

Board members absent: Priscilla Luckow, Melissa LeSavage

Others present: Cindy Rubino -Library Director, Julie McCaffrey

Call to order at 7:33pm

Approval of September 2021 minutes – Motion by Andrew. Seconded by Peter. Approved unanimously.

### **Library Fair**

Julie shared we had 130 volunteers for the fair not including scouts and floaters. 52% of volunteers were involved with books. Thoughts for next year – new location for Welcome tent. Additional location for volunteer hospitality area. Looking for new chairs for Books and Children’s Books. Successful aspects of fair: new stage location and music selection; fairy gardens; silent auction location; dunk tank; flag raising ceremony. Board members gave Julie a well-deserved standing ovation! Brief discussion about drafting a policy for all volunteers as they are “ambassadors” for the library. Fair volunteer appreciation event scheduled for Sunday, November 14 at 2pm to share funds raised.

### **Treasurer’s Report**

Kevin highlighted the year-to-date net funding is \$97,553 higher than last year. Variation reflects higher gifts and donations, town funding, lower payroll and benefits expenses, publicity and solicitation expenses offset by increased legal, insurance, electric utility books and media expense and Westlynx expense. Variation also reflects delayed Town funding that started in July 2020. If the funding was not delayed the variation would be a positive \$35,164 instead of \$1035,164. 2020 funding was made whole in October with additional funding \$100,000.

September 2021 net funding amounted to \$37,100 compared to \$6,126 in September 2020. Increase principally reflects the return of the Library Fair with initial net proceeds of \$35,958 for the month, generous donations and a NY State Grant of \$3,191.

### **President’s Report**

Jay expressed his thanks to the board for all their hands on work to make the Fair a success. He asked board members to begin thinking about a speaker for the annual meeting in January.

## **Director's Report**

Cindy is working on the 2022 budget. Increases made to Gifts and contributions line as well as Library fair and Fundraising. Personnel committee to meet to discuss salary increase. Health benefits placeholder at 10% increase. Westlynx to increase by \$7,000 which included Wi-Fi upgrade. Cindy presented to the Town Board to ask for the minimum wage increase of \$5400 as well as the \$7000 Westlynx increase to the funding.

Jake Harvey has been hired to replace Miriam Saphra, part time weekend reference librarian.

New wi-fi access points were installed with new bandwidth to be provided I January 2022. Motion made by Andrew to approve to hire Keating Electric to install two new access points, plus additional wiring for lighting, in the amount of \$3847. Seconded by Kevin. Unanimously approved. Sam Dodge offered to switch over old computers to and get router from client at no charge. Chris Rego repaired wheelchair lift. Progress being made on pension plan with Pinnacle's help.

Maureen Koehl's upcoming Ghost Walk program on October 22 is full - 60 people signed up to attend. Marie is offering a Girls Who Code program.

## **Fundraising Committee**

Committee will meet in next weeks to gather ideas for the coming year. Hamlet Hunt part 2 is being developed by Priscilla. Holiday appeal letter to be written by Cindy, Liz and Maggie.

## **Personnel Committee**

Committee will meet to discuss salary increases.

## **Building and Grounds Committee**

Green mold was cleaned off side of building. Ready for mulching in November.

Next board meeting will be November 11th at 730 pm.

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

Meeting adjourned at 9:57pm.

Minutes taken by Elena Dunn