

## **Lewisboro Library Board Meeting Minutes**

**April 10, 2019**

**Meeting called to order - 7:39 pm**

**Trustees Present** - Jennifer Cayea, Eileen Curry, Elena Dunn, Theresa Eaker, Nancy Euchner, Kathleen Fay, Kevin Fitzmartin, Jay Luzzi, Colleen McLafferty, and Rich Sklarin

**Trustees Absent** - Jay, Luzzi, Marc Seedorf, and Linda Press Wolfe

**Others Present** - Cindy Rubino, Liz Gabriele

**Minutes** - Minutes from March 13, 2019 meeting were reviewed. Kathleen Fay made a motion to accept and Theresa Eaker seconded the motion. Board of Trustees minutes approved.

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

Financial Report - Salary and benefits appear higher at this point due to some calendar months having additional pay periods This will even out over time. Expenses are ahead of budgeted amounts which is not unusual for this time of year.

- A library CD in the amount of \$113,000 will mature on April 18. The returns on the current CD is 2.10 percent.

Stephen Hall at USB who currently manages the accounts has confirmed the following roll over rates for the CDs - 3 mos. 2.25%, 6 months 2.40%, 9 months 2.35%. It has been suggested that the Dividend Ruler Portfolio be used for a portion of the funds for a time period of 3-4 years. This plan is slightly more aggressive than what the library already has. Need to research what the costs (fees) will be.

Colleen McLafferty made motion to review the more aggressive strategy and Kevin Fitzmartin seconded the motion. All were in favor.

Rich Sklarin suggested including in all appeal letters a reminder to patrons that they can include the Lewisboro Library in their wills. This will be incorporated into the next appeal.

## **President's Report –**

**Gary Page Garden** - Ceremony will be held on either May 5 after 4:00 pm or on May 12 after 1:00 pm. Another date suggested was May 19 possibly at 4:00/4:30 pm. This event will be held in Children's Room.

Because the Library is located in a Special Character District – we will not be allowed to erect a monument without approval of the Zoning Board of Appeals.

This committee will meet on April 24<sup>th</sup>.

Pound Ridge Stone can do the engraving and adhesion for \$300. The application fee to the Town of Lewisboro is \$132.

**Friends of Library**- In reviewing the Long Rang Plan a Trustee raised the question of what became of the Friends of the Library. Cindy Rubino explained that some of the founding members were elderly and moved out of the area, and that many Friends were deeply involved in the Library Fair and could not sustain additional fundraising.

**New Library Logo** - crowdSPRING an online graphic design firm has been recommended to design a new Library Logo. The company asks for a creative brief on what type of image you are envisioning. After a series of questions, the information is collected, the “job” is posted to graphic designers worldwide. The artists begin to post imagery and then we would begin to collaborate to make any necessary changes or suggestions. After a one week time period, you choose one design that will “win”. The winning artwork becomes the property of the library. A committee was formed to begin the process to work with crowdSPRING and develop a new logo.

**Partnering with our School District** - Library would like to promote to the school/students that the library is opened extra hours during exam week(s). Also want to note that the school bus stops at the library for easy transportation from the school. Suggestion made to contact Andrew Selesnick , Suoerubtebdebt if KLSD to talk about more ways to collaborate. The Library and District can work together on Summer Reading if Library receives the titles with enough advance notice,.

**Finance** - This will be a priority this year and we will develop a strategic approach to achieve

financial goals. Investment strategies, grant solicitation, and fundraising will all be an important elements to evaluate for 2019. We will reach out to Peter Harckham and other state legislators to solicit grants

### **Director's Report –**

**Annual appeal** - To date the annual appeal has brought in 54k by 226 donors. Liz Gabriele will be working on an annual appeal letter which will be mailed out the second part of May. The letter will go to the printer on April 30.

**Evergreen Software Migration** - the system has been transferred over but not without issues. The staff is becoming proficient and is learning the new system.

**New hire** - Caitlyn Thompson will begin on Friday. Hiring one more person to add to the staff. Will be interviewing to fill the position. To date 12 resumes have been received. Customer service skills are most desirable.

**Building and Grounds** - An estimate from Mickey Farina to repair the bluestone walkway was received. The total cost for the work is quoted at - \$3,700.

Colleen McLafferty made a motion to go forward with the proposal and Rich Sklarin seconded the motion. Motion approved.

**Programs** - "Cutting the Cord" - 34 people attended. Program will be emailed to the board. The Great Stain and the Irish Potato Famine was also well attended.

Brown Bag Movies- Eight Men Out was shown

Google Docs Program - coming up in May

Local Author, JR Zuckerberg whose work has been featured on Oprah, will speak about their latest book "Quick and Easy Guide to Queer and Trans Identities" The book

is meant for ages 13 and up. The date for this Friday night program for teens has not been set.

Summer Program will be worked on soon.

### **Committees -**

**Library Fair Committee** - September 21 - Collecting dates will be 8/10, 8/17, 8/24 and 9/7.

Vendor Chair - Kay Parker Jex

Parking Chair - Richard Sklarin will consider.

Silent Auction - Needs a Chair

Co-Chair for Toys - Needs someone

Woodstock Theme - Library has decided against it at this time.

A concert by a Woodstock-style band was suggested for Friday 9/6. The band charges \$1200 for a six person band. The five person band "California Dreaming" charges - \$1000

**Building and Grounds Committee** - Bluestone walkway repair estimate from Mickey Farina - \$3,700. Spring cleaning and prepping Library Grounds - Maintenance on April 13 and 20th

**Nominating Committee** - no news to report

**Policies** - no news to report

**Personnel** -no news to report

**Fundraising** - The Kennedy's concert is set for 4/26

May 17- JJHS acapella

June 2 - Tentative JJHS vocal jazz concert

June 14 - Theater Production by Botanic Garden scheduled

Committee would like to add a summer program -

Begin to look for a Classical Musical group to perform at the library

Red Barn Theater - make contact with member to perform "It's a wonderful Life" near the holiday season

**Long Range Planning Committee** - document will be emailed out

**Old Business**

**Next Library Board Meeting - May 8, 2019 7:30 pm**