

**Lewisboro Library Trustees Meeting Minutes**  
**August 14, 2019**

Meeting called to order at 6:04 pm

**Trustees Present**-Nancy Euchner, Kathleen Fay, Kevin Fitzmartin, Jay Luzzi, Colleen McClafferty, Linda Press Wolfe, Marc Seedorf

**Trustees Absent:** Jennifer Cayea, Elena Dunn, Theresa Eaker, Rich Sklarin

**Others present:** Cindy Rubino, Kathy Iglesias

**Minutes:** Minutes from prior meeting were not available

**Treasurer's Report**-Financial reports were not submitted by Sherri-Sue Herz due to the late addition of the brief August Trustees meeting.

Cindy mentioned that the August check from the Town will be delayed until after their August 26<sup>th</sup> meeting. Due to this delay and the fact that we are at a historically low point in our income stream before the replenishment provided by the Fair, it was necessary to dip into the Capital One operating savings account this month. Finances should be back on track with the late August check.

Kevin noted that Stephen Hall, our UBS financial adviser is scheduled to present at the September Trustees meeting.

**President's Report**- Nancy read a thank-you note from Anu Chaturvedi, library page, for a gift certificate for her college book store to thank her for her service to the library.

**Director's Report**

**Technology**-Kathleen Iglesias provided background on copier issues. Printer in main area will not stay in alignment and annual expense for this copier is \$549. Over past year we received \$1595 in revenue from copies, netting us \$1046 per year from this machine.

Office printer will no longer make double-sided copies and has required constant repair and replacement parts. With exception of the fuser unit, all parts are nearing the end of their life. Cost to maintain and run this copier is approximately \$3,800 annually for a combined expenditure of approximately \$2,754 annually on the two printers.

After soliciting lease proposals from three companies, two responded with proposals.

**Office Dynamics** proposed a five-year lease of two laser printers. While lease costs were low,

per copy charges were high, resulting in annual costs of \$2,088-\$2700 assuming constant volume.

**Advanced Color Technology** proposed a three to 5-year lease of two laser printers. While lease costs were higher, a substantial number of free copies were included. Anything beyond that number would be charged at a much lower per copy price than that of Office Dynamics. Assuming a constant copy volume, the 3-year lease costs was between \$1,435 and \$1746 depending on the mix of black and white versus color copies. There is a one-time document fee of \$95.

**Recommendation:** Both companies are highly rated, offer speeds and capabilities beyond our current printers, and both provide all parts, toner, and service for the duration of the contract. Given the lower price point, the recommended provider is **Advanced Copier Technology**.

**Marc made a motion to accept the recommendation and Colleen seconded. Motion passed unanimously.**

**Programs-** The children's program presented by author Christina Geist was a great success and well-attended. Her husband, Will Geist also attended and both were supportive and helpful. Christina Geist offered to present a program to be used as a silent auction item at the Fair. Planning for Fall programs is ongoing and Fall Library bulletin goes to print at end of month.

Cindy mentioned the planned retirement of South Salem postal Clerk, Charlie Ludlum and has talked to Supervisor Peter Parsons about hosting a farewell reception for him at the Library on Thursday, August 29<sup>th</sup> although nothing has been decided as yet.

### **Committee Reports**

**Library Fair:** Decision made to hold the next Fair meeting on Wednesday, August 28<sup>th</sup>. Cindy to send out notification.

Jay updated us on the status of the Beer Garden and the fact that not all approvals are yet in place. Beer mugs are being ordered to be funded by Marc, Jay, Richard, Kevin, and Linda.

Since there was no other Committee news or old or new business, Jay made a motion to adjourn, seconded by Marc, which was unanimously approved.

Next Trustee meeting date: Wednesday, September 11, 2019 at 7:30 pm