

**Lewisboro Library Board of Trustees Board Meeting Minutes
February 13, 2019**

Meeting called to order – 7:34 pm

Trustees Present: Jennifer Cayea, Eileen Curry, Elena Dunn, Theresa Eaker, Nancy Euchner, Kathleen Faye, Kevin Fitzmartin, Jay Luzzi, Colleen McLafferty, Rich Sklarin, Linda Press Wolfe, Lisa Wickersham

Trustees Absent: Marc Seedorf

Others Present: Cindy Rubino, Director; Liz Gabriele;

Minutes: Minutes from December 2018 meeting were reviewed. Colleen McLafferty made a motion to accept and Rich Sklarin seconded. Minutes approved.

Note for file: Received thank you note from Lisa Wickersham for commemorative gift for time served on the board

Treasurer's Report:

Financial Report - -January 2019 shows a \$19,000 deficit driven largely by Westlynx expenditures and custodial and maintenance (plumbing). This will be a tight budget to follow. Grant from NYS - Senator Terrence Murphy \$2500 was promised last fall - library never received. The money has been allocated and finally released. One of the UBS CDs is maturing 2.3% in April.

Trustees passed a resolution that we appoint Nancy Euchner, Kevin Fitzmartin, and Eileen Curry for signatures on USB Security account. Rich Sklarin and Colleen McLafferty made a motion to accept.

Kevin Fitzmartin and Cindy Rubino will review Capital One account to review interest rate receiving

President's Report - Nancy Euchner thanks everyone for opportunity to serve as Board President. Would like to have more participation from everyone on Board especially with fundraising. Invited guest - Lisa Wickersham - wants to have more participation as well. Nominating committee going forward - needs to develop a strategy for seeking incoming members. Optimally, committee will find new members with skill sets that can be utilized for Library Board Committees.

Water in library is not up to par - a water filter has been provided. A Keurig system will be ordered as an experiment. 2019 Committee assignments were chosen. All trustees should be on the Library Fair Committee - it is the heart and soul of the board. It was decided that no Programming Committee is required since staff handles most of the programming. Trustee suggestions for programming are always welcome. Programming for library is done quarterly before it goes to print newsletter. Buildings and Grounds, Fundraising Library Fair and

Nominating - would like to find a non-board member to join. The Policy Committee - will need to update the website to add new policies on website.

Director's Report - Annual report will need to have a final number of board members. We currently have 12 people. Theresa Eaker made a motion to accept a board limit to 12 members Kathleen Fay seconded the motion.

Conflict of interest forms were handed out to board members to be signed.

Annual appeal - One takes place in the Spring and a second one during the Holiday season. The Holiday Appeal - Nov 2018 amount received is \$48,808 from 201 donors. More donors last year. Evergreen will be the new Westchester Library system software. It will have greater capabilities. Staff training will begin in the library for 3 hours per person. The public catalogue will not be available for three days beginning on March 10. This new system will no longer retain what patrons have previously checked out. Tutor.com will be available. Note to Building and Grounds Committee that there is a clogged sink in the office and that a Plumber was notified to unclog. John Jay Senior internship - one intern for Children Section with Anna and two additional will be on board for the Column Mural - beginning May 13. The internship will last four to five weeks. A Junior from the High School will also apprentice. Programming - "The Gardens of Piet Oudolf" was a successful program - 60 people attend. This was in collaboration with Copia Nursery. A second program "Defensive Drivers" was attended by 24 people. Will repeat this program on September 7, 2019. "Black Sox and other sports scandals" scheduled for 3/24 presented by Evan Weiner. Sign up for weekly email blast if you want to keep up with programming.

Committees -

Library Fair Committee - Margarita Vatis was very effective at managing the Library Fair in 2018. Board would like to offer her to do this again for the 2019 Fair. Richard Sklarin made a motion for Margarita Vatis to manage the Library Fair for 2019, Colleen McLafferty seconded the motion. Schedule meeting in March to begin the planning.

Nominating Committee: List of Classes distributed

Policy - Conflict of interest signed off by Board Members

Personnel Committee: Nothing new to report

Fundraising: Four on the Floor - coming up. Potential play by same group "Botanic Garden" Anniversary of Woodstock - theme for Library Fair
Nightclub Prep and Clean up document distributed. All members will sign up for a certain amount of prep and clean up for the fundraising events

Long Range Planning Committee:

Mission and Vision have been approved. Finished the documents and will present it next meeting

Meeting

Next Library Board Meeting - March 13, 2019 @ 7:30