

**Lewisboro Library Board Meeting Minutes**  
**June 12, 2019**

**Board members present:** Nancy Euchner, Jay Luzzi, Kevin Fitzmartin, Linda Press Wolfe, Theresa Eaker, Richard Sklarin, Marc Seedorf, Jen Cayea, Elena Dunn

**Board members absent:** Colleen McLafferty, Kathleen Fay

**Others present:** Cindy Rubino – Lewisboro Library director, Anna Moser – Children's librarian

Approval of Minutes from May 8, 2019 meeting. Motion by Richard Sklarin - Seconded by Theresa Eaker

**1. Treasurer's Report**

Currently tracking close to the budget. Library fair is critical for budget. Current Budget requires tapping into Reserve funds. Finance committee is still investigating a possible investment switch and is in touch with Steven Hall from UBS. Finance committee will finish developed Financial Policy before making any decisions.

**2. President's Report**

Thank you to Kathleen Fay for organizing a wonderful community strengthening event on May 17, 2019 with John Jay High School rock bands and acapella groups. The event was very well attended – standing room only.

Discussion about the role of trustees.

Linda Press Wolfe expressed a variety of ideas for fundraising.

New date chosen for July Board meeting – Wednesday, July 31 at 730 pm.

Next Library Fair meeting – Thursday, June 27, 2019. Looking for more chairs for fair committees.

**3. Director's Report**

Workman's comp – As reported in May, we switched our worker's compensation coverage from Utica to The Hartford to save money. We have also now enabled online reporting of our payroll to The Hartford so our premium will be more accurate and avoid the annual payroll audit by the insurance company at the end of the term.

Annual Appeal: May direct mail appeal went out and we began receiving donations. So far we have received \$10,546 from 102 donors.

### Personnel:

Our teenage page Anu Chaturvedi has graduated and is going to college in August. Anu volunteered here weekly for two years before being hired as a page. Permission to give her a \$100 gift card to her Barnard College book store. Motioned by Richard Sklarin and seconded by Nancy Euchner.

Our four Interns are doing a wonderful job. Take a look at the painted columns in the children's room which have completed. Their last day is Friday. We will be giving them library travel mugs.

Flowers for Kathleen Fay - approved by board

### Buildings & Grounds:

- Doors – electronic doors needed maintenance and required some replacement parts \$516 which will show up on the June financial report.
- Two quotes: Mickey Farina – \$4,700 2-3 days work
- Nick Cambareri – \$3,700

Board discussed the pros and cons of both mason quotes. A motion was made to hire Farina if the expense can be capped at \$4500 and the scheduling permits. Motioned by Richard Sklarin and seconded by Theresa Eaker.

Fresh Cut Flower CSA – Service canceled due to lack of interest

Programs: June newsletter – summer programs – new adult summer reading program

School/library cooperation: Dolores Antonetz was able to visit the schools to speak to 5<sup>th</sup> graders.

JJHS exam schedule: 6/17/19 Monday to 6/21/19 Friday, 6/24 makeup day, 6/25 Tuesday exams, 6/26 Wed makeup day

Proposal made to purchase button maker from Unrestricted Gift fund for \$349 includes supplies. Motion to purchase made by Richard Sklarin and seconded by Jen Cayea.

Reaching out to new residents: Attended a new residents ice cream social organized by the Town Rec department and spoke to 25 new residents about the library. We also sent out about 50 letters to new residents according to property transfer reports from the tax assessor's office welcoming them to town and inviting them to get a library card.

## **4. Committee Reports**

Nominating Committee is looking to fill an empty seat for the board.

Seeking Trustee to serve as Secretary

Policy Committee continuing to work on financial policy.

Fundraising Committee – board members are organized for set up/ take down/food and drink donations for upcoming event, Botanic Garden play on Friday June 14, 2019.

**5. Old Business- none**

**6. New Business- none**

### **Program update from Children’s Librarian Anna Moser**

During Anna’s 3 years at library, we have seen a steady increase in visitor attendance. Programs are very popular. Anna is preparing for the Summer Reading Program and is offering about 30 different activities. Summer theme is Universe of Stories. Programs and events have a space theme. Librarians have visited each elementary school to speak with students about the summer reading program. They have included more challenging activities with attractive incentive prizes.

Discussion among board members about an upcoming author visit program with JR Zuckerberg scheduled for July 12 and July 13. The role of Board of Trustees was discussed. Cindy, as Library director, will continue to inform board members about upcoming library programs via email and blasts.

Meeting adjourned 9:55.