

**Lewisboro Library Board of Trustees Board Meeting
March 13, 2019**

Meeting called to order – 7:36 pm

Trustees Present : Jennifer Cayea, Eileen Curry, Elena Dunn, Theresa Eaker, Nancy Euchner, Kathleen Fay, Kevin Fitzmartin, Jay Luzzi, and Linda Press Wolfe

Trustees Absent: Colleen McLafferty, Rich Sklarin, and Marc Seedorf,

Others Present : Cindy Rubino, Director

Minutes: Minutes from February 12, 2019 meeting were reviewed. Kathleen Fay made a motion to accept and Linda Press Wolfe, seconded the motion. Minutes approved.

Treasurer’s Report:

Financial Report - Custodial and Maintenance has increased and will have an impact on Gross Profit.

President’s Report -

Sincere thanks were given to Horse and Hound for providing a cheese platter for the Library’s Fund Raiser - Four on the Floor, One Act Plays performed at the library in February. A thank you note was sent the Horse and Hound - March 18, 2019

Karen Potz former board member gave thanks for her commemorative gift.

Long Range Plan - The plan was presented to the board for review. Minor changes to the layout of the document will be adjusted as follows - “Our History” will be moved to the beginning of the document while “Demographics” will be moved to the end as an appendix. This document will be posted on Lewisboro Library Website.

Programming - STEAM Programming going on strong as well as the Teen Yoga program. Final suggestions for programming and the focus for this year will be placed on next month’s agenda.

Director’s Report -

Documents distributed - Operating and Fair Reports for February 2019

Annual appeal - Current amount received is \$51,420 (November 2018 - March 2019). 219 donors down from last year.

Software Migration - EVERGREEN - the public catalog is currently in transition. New books could not be cataloged for the last two weeks. Eight bins of books are ready to be checked in and reshelved. The next few days will be utilized for catching up.

NYS Annual Report - Library gives a report to state every year. The 28-page document is received by the Library Director, who answers the questions. The Board is invited to review copies upon request. The President and Treasurer will review the report and give final approval. Board members are requested to review their profile on the report.

Personnel - Veronica Bilenkin will be leaving to go to Greenwich Hospital Library. Haydee Fitzgerald will need to decrease her working hours. Library will need to hire one new clerk.

John Jay High School Interns - 4 in total, 1 intern to work in the children’s room, 2 interns to complete the column mural in the children’s room, and 1 intern for social media. The JJHS seniors will be joining the library starting May 13, 2019 for 4-5 weeks.

Buildings and Grounds - The book drop at circulation desk needed repair. The blinds needed adjustment.

Equipment - The printer in the public area is failing and will need to be replaced for

approximately \$600.

Programs: Two very well attended programs took place over the winter - Author Talk - The Great Stain, by Author Noel Rae and The Irish Potato Famine of 1845 presented by Historian Tom O'Reilly

Upcoming Events - Flyers were handed out to the Board for four upcoming events. PDF's of program flyers will be sent out to all Board Members as well for distribution if so desired. The Teen Yoga continues. The Children's Librarian has reached out to the home schooling community and has partnered with them to develop programs together.

Committees –

Library Fair Committee - Committee will meet on March 27, 2019. The Woodstock theme is the favored theme for the Fair. Outreach needs to begin now. The Woodstock Tribute Band Back to the Garden 1969 - will be contacted to check on availability and cost.

Fair date is set for September 21, 2019

Margarita Vatis has accepted position to manage the fair for 2019

Chairs will be needed for - Parking, Silent Auction, and Vendors

Nominating Committee: no updates to report

Policy - no updates to report

Personnel Committee: no updates to report

Fundraising:

The committee plans on having 6 events during the course of the 2019 year. The Committee met on March 21, 2019 to begin the organization and planning for the events.

April 26 2019 - The Kennedys - a musical duo has been booked. Before event occurs - a decision was made to buy bigger faux candles, order three tables for the front of the stage, and order glass wine glasses. The table cost admission will be lowered to \$45.00 which includes snacks. Maybe do something special right at the table.

May 17 - John Jay HS /Steve Morse/Musical Instructor - need to confirm the date(s)

May 4 or a date in June (Friday/Saturday) - Botanical Gardens - Play

July - Shovel Ready String Band

Oct/Nov - Jazz /Comedy Night

Dec - Board Holiday Party and ask for the JJHS Choral Group to perform.

Long Range Planning Committee:

Lewisboro Library Long Range Plan 2019-2024 - Mission and Vision have been approved. The committee will complete the documents and will present at the next Board Meeting

Old Business - Plaque for Gary Page has arrived and will be installed on a rock outside the Library

Next Library Board Meeting - April 10, 2019 @ 7:00