

Lewisboro Library Board
December 8, 2021 Meeting Minutes

Board members present: Andrew Tedder, Elena Dunn, Jay Luzzi, George Lasota, Kevin Fitzmartin, Maggie Liegy, Peter Rose, Jennifer Cayea, Priscilla Luckow, Melissa LeSauvage, Colleen McLafferty

Board members absent: Veronica Mcilraith

Others present: Cindy Rubino -Library Director, Stephen Unterhalter

Call to order at 7:35pm

Approval of November 2021 minutes: Motion by George. Seconded by Maggie. Approved unanimously.

Treasurer's Report

Kevin highlighted the year-to-date net funding is \$20,019 higher than last year. Positive variation reflects lower gifts and donations, return of the Library Fair, increased town funding, lower payroll and benefits expenses, publicity and solicitation expenses offset by lower grants and increased legal, insurance, electric utility and Westlynx expense.

November 2021 net funding amounted to \$310 compared to \$11,175 in November 2020. Principal reasons for the decline are Gifts and Contributions amounting to \$8116 in November 2021 compared to \$13,325 on November 2020, Library fair expenses of \$1735 and the timing of accounting fees of \$2000 for 2020 which were incurred in December. The accounting fees or 2021 also reflect \$1500 of new Pinnacle charges for completion prior to 5500 filings.

Kevin reported the UBS Investment Fund reflects a transfer of funds from the Unrestricted Gift Fund of \$82,852. Net proceeds from Library Fair is \$38, 372 and is subject to change.

Cindy highlighted the changes in Library budget for 2022. Income from Library Fair was reduced to \$37,000. A motion was made by Melissa to increase salaries, in order to remain competitive, by 5.79% for a total of \$21,500. Seconded by Colleen. Unanimously approved. Motion to approve Lewisboro Library Budget for 2022 made by Andrew. Seconded by Kevin. Unanimously approved.

President's Report

Jay updated board on discussion about volunteer code of conduct. Personnel committee to drafted a policy which will continue to be finalized. Jay, and the entire board, celebrated and recognized Peter Rose for her wonderful dedication to the library board for the past two years.

Director's Report

Cindy emailed Andrew Selesnick to ask if he'd be interested in being speaker for annual meeting on February 6 at 2pm. Town of Lewisboro will be having inauguration at the library on January 1. Trustees are encouraged to attend. Motion made by Peter to adopt the proposed holiday schedule for 2022. Seconded by Colleen. Unanimously approved.

Cindy updated the board on the trend of libraries eliminating fines. We will revisit the topic next quarter. PPP forgiveness forms were filed on time. Tax return filed on time. Library visitation has remained steady over the past month. Two new wi-fi access points coming when available. Cindy shared the change to code of conduct for mask wearing for unvaccinated individuals when inside the library. Carpets will be cleaned during holiday closing days. Keith Bauer to clean gutters.

The board agreed to raise hourly rate for Library Fair coordinator to \$22 per hour. Cindy will reach out to Julie McCaffrey to offer her the position for 2022.

Progress is being made on the pension and should be completed by the end of quarter one of 2022.

Fundraising Committee

Pop-Up Bakery is slated for December 15. Offerings include peppermint bark cake, Peter's famous shortbread, holiday cookies, hot cocoa bombs, and crumb cake. Thanks to all bakers for this delicious fundraiser.

Next fundraiser will be a "Taste of the Town" raffle with the prize being a package of gift certificates to Lewisboro's restaurants: Horse and Hound, Bacio, La Vista, One Twenty-Three, and Haiku. Tickets will be sold on line as well as in person at town shopping plazas (weather permitting).

Personnel Committee

The language in our personnel policy needs to match the formula required by NYSHIP health insurance is that the organization pay a minimum of 50% of the premium for individual insurance and a minimum of 35% of the family premium. Motion made by Colleen to adopt the proposed replacement as presented. Seconded by Melissa. Unanimously approved.

Building and Grounds Committee

Jay is gathering all the site plans for the library and grounds.

Nominating Committee

Peter Rose was thanked for her years of service and we welcome Steven Unteralter.

Next board meeting will be January 12th at 7:30 pm via Zoom.

Motion to adjourn made by Peter. Seconded by Andrew. Unanimous vote.

Meeting adjourned at 9:00pm.

Executive session to discuss salary and bonuses for employees.

Minutes taken by Elena Dunn