

Lewisboro Library Board  
January 12, 2022 Meeting Minutes

Board members present: Andrew Tedder, Elena Dunn, Jay Luzzi, George Lasota, Kevin Fitzmartin, Maggie Liegy, Veronica Mcilraith, Priscilla Luckow, Melissa LeSavage, Colleen McLafferty, Stephen Unterhalter

Board members absent: Jennifer Cayea

Others present: Cindy Rubino -Library Director, Mary Shah- Town Board Liaison, Kathy Iglesias- Head of Circulation, Barbara Mangione

Call to order at 7:45pm

Approval of December 2021 minutes: Motion by Andrew. Seconded by Priscilla. Approved unanimously.

### **Treasurer's Report**

Kevin highlighted the year-to-date net funding is \$69,0142 higher than last year. Positive variation reflects return of the Library Fair, increased town funding, and reduced employee payroll and benefits expenses. Positive net funding was partially offset by increased books and media expenses, utilities, insurance, and Westlynx expenses. Library also incurred legal expenses related to switching the pension plan administrator.

December 2021 net funding amounted to \$7114 compared to \$(42,009) in December 2020. Increase attributed to timing of gifts and contributions being \$10,603 higher in December 2021 compared to a more spread-out distribution in 2020. Payroll related expenses in December 2020 reflected an extra reported week in 2020 when compared to December 2021.

Kevin explained the variation of net funding of 2021 to the budget. @021 net funding is \$1770, 677 higher than budget. Positive variation reflects receipt of federal Payroll Protection Plan funds of \$88,149, higher than expected gifts and contributions of \$58,023 and lower salaries and benefits expenses of \$28,685. Positive variation is partially offset by \$8,229 in pension related legal expenses and fees to Form 5500 compliance filings.

### **President's Report**

Jay wished the Library Board of Trustees a Happy New Year and welcomed Stephen Unterhalter to the board and will join the finance and personnel committees. Melissa LeSavage has resigned from the board. The annual meeting is tentatively slated for February 6<sup>th</sup> and we are still searching for a speaker. Cindy will continue to reach out to suggested speakers for availability.

Trustees discuss comments made by town board member with regards to learning more about library budgeting. Maggie, Cindy and Jay to meet on how to proceed.

### **Director's Report**

Annual contract has been sign by Tony Goncalves, new Town Supervisor. Cindy reported on the swearing in ceremony for newly elected town officials held earlier in the month at the library. KN95 masks will be provided by the county and town for staff and patrons. Curbside pick-up service request numbers are increasing again. Michelle McPartland hired to replace Millie while out.

WLS IT is holding a virtual information session on January 13<sup>th</sup>. The WLS contract with Optimum is up this year and Cindy will update changes to come. Overdrive app that provides e-books is being transitioned to the new app Libby. Training is available for anyone who needs to learn how the new Libby app works.

All the carpets were cleaned in December. Thank you to Tony for the Christmas tree and menorah on library grounds for the holidays. Discussion about future tree on library grounds.

Programs are pivoting to virtual format. Volunteer fair is coming up in February and will be presented on zoom. Community Crafters upcoming project will make valentine gifts for seniors. Teen Book Club is doing well and recently had 6 – 8 teens discussing books.

### **Fundraising Committee**

December's Pop-Up Bakery was a success and all delicious items sold. There was a wonderful offering of tasty treats baked by our volunteer skilled bakers.

Upcoming Taste of the Town raffle will be next fundraiser. \$25 tickets to win a package of gift certificates to the restaurants of Lewisboro: Horse and Hound, Bacio, Haiku, 123, and La Vista.

Thank you to Maggie and Priscilla for hand writing personal thank you notes to our generous donors.

### **Library Fair**

Julie McCaffrey has accepted the position of Fair coordinator and wants to begin working in March to reserve tents and food trucks. Date for the fair is Saturday, September 17<sup>th</sup>.

### **Building and Grounds**

Andrew is sourcing Adirondack chairs from Kellogg's and Lawrence.

### **Finance Committee**

Steven Hall from UBS recommends that we look at our investment policy to make sure it is comprehensive. Cindy and Kevin to move forward with drafting letter for pension. Cindy working with Vanguard and will update. Kevin looking into see if insurance will cover any expenses.

Next meeting is scheduled for February 9, 2022 at 7:30pm

Motion to adjourn made by Maggie. Seconded by George.

Minutes taken by Elena Dunn