

Lewisboro Library Board

April 20, 2022 Meeting Minutes

Board members present: Jay Luzzi, Andrew Tedder, Elena Dunn, Kevin Fitzmartin, Priscilla Luckow, Stephen Unterhalter, Lisa Capobianco, Maggie Liegey

Board members absent: Colleen McLafferty, Veronica Mcilraith, George Lasota, Jennifer Cayea

Others present: Cindy Rubino -Library Director

Call to order at 7:35pm

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

Treasurer's Report

Net funding loss is \$15,271 better than budget. Favorable variation is driven by better than budgeted gifts and contributions, fundraising, and lower payroll expense. Partially offset by increased books and media and utility expenses.

Net funding is a loss of \$5,019 compared to a positive net funding of \$87,068 in 2021. The \$92,087 negative variation from last year is principally driven by the PP funding in 2021. Gifts, town funding, and fundraising are higher but offset by increased salary, books and media, and utility expense.

Kevin is in touch with Stephen Hall of UBS and will schedule a presentation to the board.

President's Report

Jay welcomed newest trustee, Lisa Capobianco, to the board. Jay presented Cindy with a special bottle of wine that has a sketch of the library on the label. The library will use these bottles as gifts to thank donors and other special people connected to the library. Sculpture garden idea still being looked into as well as possibly joining solar farm.

Director's Report

Cindy and Kevin met with Chase relationship manager who suggested several security features to help prevent fraud including ACH block, check protection, use of credit card instead of debit, and check scanner. Mask mandate has been lifted and the library will continue to offer programs both in-person as well as virtually. The library has distributed 680 COVID test kits to patrons. 50 kits are remaining.

WLS – Mount Vernon library issues have not yet been resolved therefore the Peekskill library will temporarily serve as the central library of Westchester County to minimize disruption to the system.

Melanie Brocklehurst starts as a substitute librarian in May. All trustees must complete a mandated sexual harassment prevention training. Please give Cindy completion certificate.

Discussion on maintenance of the library includes window cleaning, HVAC servicing, repairs to wheelchair lift, outdoor walkway, and doors to Children's Room. The wi-fi access point on rear wall of building is now operational.

The Lewisboro Garden Club would like to display a poster and some gift baskets for their 50th anniversary silent auction. Auction is June 11 from 5-7 and the Garden Club is willing to share their proceeds. The Library will be again co-sponsoring the Drag Queen Story Hour for Lewisboro's Pride in the Park event on June 26th. The popular Community Crafters group made spring cards and planted flower pots to deliver to seniors and first responders in town. Cindy has invited the Teen Librarian to attend our next board meeting. Julie McCaffrey will report on the Library Fair at next board meeting. Next Library Fair meeting is on May 2, at 7pm.

Fundraising Committee

Cindy met with Liz, Lisa and Maggie to discuss fundraising letters, Constant Contact fundraising software and Library Giving Day.

The library will be selling raffle tickets for an outdoor grill beginning after Memorial Day. Tickets will be sold online and at pop-up tables around town.

Comedy Night returns in person at the Library on Friday, June 17th. Luz Michele, local mom and comedian, along with 5 other comedians will be performing. Tickets will be \$35 per person and wine, beer, and light snacks are included. Trustees will reach out to local businesses for donations of refreshments.

Building and Grounds

Golden Roads will be adding daffodils along the exit road of the library in the fall.

Finance/ Personnel Committee

Work continues to progress on pension plan.

Next regular meeting is scheduled for May 11, 2022 at 7:30pm

Motion to adjourn made by Andrew. Seconded by Kevin. Unanimously approved.

Adjourned at 9:16pm.

Minutes taken by Elena Dunn