

Lewisboro Library Board  
May 11, 2022 Meeting Minutes

Board members present: Jay Luzzi, Andrew Tedder, Elena Dunn, Stephen Unterhalter, Lisa Capobianco, Maggie Liegey, Colleen McLafferty, George Lasota

Board members absent: Jennifer Cayea, Kevin Fitzmartin, Veronica Mcilraith, Priscilla Luckow,

Others present: Cindy Rubino -Library Director, Jane Rothschild – Teen Librarian, Mary Shah – Town Board Liaison

Call to order at 7:35pm

Approval of April 2021 minutes: Motion by Stephen. Seconded by George. Approved unanimously.

The board had the opportunity to learn more about the current children’s programming through a wonderful PowerPoint presentation by teen librarian Jane Rothschild. Jane began working at the library during the pandemic which challenged her to create flexible programming with the goal of keeping teens connected to the library. She shared highlights from her successful programs and outdoor activities including hiking in Leon Levy Preserve and building snow aliens. Recently, more traditional teen programs have returned such as bracelet making workshops, middle school readers club, teen advisory group, summer reading, and the very popular programs that include food creations.

**Treasurer’s Report**

Net funding loss is \$(8,848) better than budgeted loss of \$(22,188) by \$13,340. 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 and grant expenses.

Net funding for the year-to-date is a loss of \$8,848 compared to a positive net funding of \$87,791 in 2021. The \$96,639 negative variation from last year is principally driven by the absence of PPP funding in 2021. Town funding, library fees, and fundraising are higher but offset by increased salary, books and media, and utility expense. Legal fees are also lower compared to last year.

**President’s Report**

Jay mentioned that he will continue to look into the possibility of library joining solar farm. He reminded trustees to begin to look for volunteers for the library fair. Discussion about coffee room. Andrew to talk with his coffee guy.

**Director’s Report**

Cindy shared that the library has distributed 700 COVID test kits to our patrons. The windows & screens were cleaned inside and out, and the wheelchair lift repair has been completed. The bluestone walkway is in need of some repair. The library has received a grant from the federal Emergency Connectivity Fund

to purchase 11 Wi-Fi hotspots and 6 Chromebooks to lend out to patrons. We are waiting for the public computer hard drives to be wiped and reimaged after ransomware attack. Meanwhile we serving our patron's needs to access the internet, use word processing and printing with our collection of laptops and our Wi-Fi internet access. Saturday, June 18th Town Park is Juneteenth celebration and Sunday June 26 is Pride in the Park at Onatru – the library will have a table at each event. The two JJHS Interns started this week.

Programming updates – Cutting the Cord was very popular. Librarians are preparing for Summer Reading. How to Coexist with Coyotes, Life at Manzanar, Makerspace Workshop, and Composers & Conductors and some upcoming programs.

The May appeal letter will go to the post office this Friday, May 13. Lisa wrote a very nice letter.

Comedy night on June 17 -the publicity will go out tomorrow in our email blast. The website notice and PayPal button for purchasing tickets went live today. We have already sold 4 tickets.

### **Fundraising Committee**

The library will be selling raffle tickets for an outdoor grill beginning June 1. Tickets will be sold online and at pop-up tables around town.

Trustees will begin to look for donations of foods and beverages to offer for Comedy Night.

Mary Shah will reach out to Vanese Thomas about possible future concert.

### **Library Fair**

All committee positions are confirmed except for Books. Please ask friends if interested in chairing. Tents, tables, inflatables have been ordered. Special vendor price of \$100 before July 1. \$125 after July 1. New VIP ticket for the Fair this year – includes premium parking beer tent ticket, and other perks. Looking to get better wi-fi signal for cashless payments. Donation days are August 6, 13, and 2 from 9-1pm. Next Fair meeting is Monday June 6 at 7pm.

### **Policy Committee**

Code of Conduct for Volunteers policy is being developed by Jay and Veronica.

Next regular meeting is scheduled for June 8, 2022 at 7:30pm

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

Adjourned at 906pm.

Minutes taken by Elena Dunn