

Lewisboro Library Board  
June 9, 2022 Meeting Minutes

Board members present: Jay Luzzi, Andrew Tedder, Elena Dunn, Stephen Unterhalter, Lisa Capobianco, Maggie Liegey, George Lasota, Jennifer Cayea, Kevin Fitzmartin

Board members absent: Veronica Mcilraith, Priscilla Luckow, Colleen McLafferty

Others present: Cindy Rubino -Library Director, Kathy Iglesias– Head of Circulation, Mary Shah

Call to order at 7:36pm

Approval of May 2022 minutes: Motion by Andrew. Seconded by Jennifer. Approved unanimously.

The Library Board was treated to a very informative presentation by Kathy Iglesias who has been employee at the library since 2006. As Head of Circulation, Kathy runs issuing of library cards for new patrons, inter-library loans, homebound delivery, curbside pick-ups, and constant contact for patrons. Kathy is also the Technology Coordinator and helps patrons sign up for digital services, coordinates the loaning of wi-fi hot spots and Chromebooks, creates digital signs advertising, manages the library website, and teaches classes about technology. In addition to all this, Kathy also plays an important role with administration and helps the library director with managing the calendar, display graphics, and volunteers. Thank you, Kathy, for this detailed presentation and for all your hard work.

### **Treasurer's Report**

Net funding of \$11,795 better than budgeted loss of \$(22,342). Favorable variation is driven by better than budgeted Gifts and Contributions, Fundraising and lower payroll Expense. Partially offset by increased Books & Media, Utility and Grant Expenses.

Net Funding for the Year-to-Date is a positive of \$11,795 compared to a positive Net Funding of \$85, 156 in 2021. The \$73,361 negative variation from last year is principally driven by the absence of PPP Funding that had occurred in 2021. Town Funding, Library Fees and Fundraising are higher in 2022 but partially by increased Salary, Books and Media, and Utility expenses. Legal fees are also lower compared to last year.

### **President's Report**

Jay will find out more information about solar farm option and share at a future meeting. Jay reminded all board members to begin actively looking for volunteers to help with the upcoming library fair. We are still looking for people to chair the books sale. The code of conduct for volunteers is being finalized and will be shared. The Lewisboro garden Club is celebrating their 50<sup>th</sup> anniversary at Onatru on June 11. The finance committee will meet to discuss the creation of an annual report.

## **Director's Report**

Cindy updated the board on repair of heat pump and discussed the need for an exterminator to help with ants and mice problem. A motion was made by Andrew and seconded by Maggie to approve a pest control annual contract up to the amount of \$1200. Unanimously approved.

Overall circulation numbers are up in both print and digital. The library has purchased copies of *Loving You Big* by Leah Witman Moore in preparation of the community-wide summer read. The summer reading program this year is titled Oceans of Possibilities and kick off events will take place on Monday June 20<sup>th</sup>. The JJHS interns were of great help with preparing and decorating for the summer programs. Pride in the Park will take place at Onatru on Sunday, June 26<sup>th</sup>. Marie will be tabling at the event with a display of books focusing on acceptance and diversity.

Library fair update – Melissa LeSavage will be chairing the Children's books sales. Cindy has sent a letter to the Town Board asking the permission to use Onatru for Fair. Donation Days are August 13, 20 and 27 from 9-1pm.

## **Fundraising Committee**

41 tickets for the grill raffle have been sold both online and at pop-up locations. We plan to sell at the in-person comedy show as well. Winning ticket will be pulled on June 24<sup>th</sup>. The May appeal has had a total of 102 donors with a total of \$14,065 in donations.

Friday June 17 will be our first in person fundraising event since the pandemic. 85 tickets at \$35 each were sold in the first week. Salem Wines, Horse and Hound, and Lily's have donated foods and drinks. Board members will donate items for refreshments and help with set up and clean up. A special thanks to board member George Lasota for underwriting the cost of the comedians. We look forward to a fun night!

Mary Shah has reached out to Vanese Thomas about a possible fundraising concert in October.

## **Buildings and Grounds Committee**

Jay suggested some other plants to add to daffodils that edge the exit road.

## **Finance Committee**

Committee will meet to finalize pension situation.

## **Old Business**

Andrew shared an example of coffee machine recommended for the lounge area. Discussion to be continued.

Next Library Board meeting approved for July 20<sup>th</sup> at 730pm

Minutes taken by Elena Dunn