

Lewisboro Library Board
September 14, 2022 Meeting Minutes

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

Board members absent: Veronica Mcilraith, Colleen McLafferty

Others present: Cindy Rubino -Library Director, Mary Shah – Town Board liaison

Call to order at 7:33pm

Approval of August 2022 minutes: Motion by George. Seconded by Priscilla. Approved unanimously.

Treasurer's Report

Net Funding loss of \$22,924 is better than the Budgeted loss of \$(76,385). Favorable variation of \$53,461 is driven by better than budgeted Gifts and Contributions, Fundraising and lower Payroll expenses. Partially offset by increased Books and Media, Custodial, Utility and Grant Expenses.

Kevin has spoken with Steven Hall of UBS. Steven does not foresee anything positive happening in the near future regarding investment funds.

The Town of Lewisboro is just beginning their budget process. The Finance Committee will be meeting again to look at proposed budget for 2023.

Director's Report

Kevin and Cindy met and called insurance companies to get details on liability insurance coverage. A new company, CNA, was chosen due to their lower rates.

Fire extinguishers were replaced.

Wi-Fi hotspots are very popular and all have been borrowed by patrons.

Programming highlights include the very popular Middle School Book Club and Girls Who Code. Mahjong groups are full and there is discussion of adding a third group.

The Pension Committee participated in a plan design conference call with Vanguard to carefully review and then approve the draft agreement. Cindy is ready to formally sign the contract for the new Vanguard pension plan. A copy of the plan has been sent to all trustees. The deadline

to sign the agreement is September 14 in order to meet the next payroll of October 7. Motion made by George to approve the signing of the adopting resolution creating a pension plan with Vanguard as written and presented to the board. Seconded by Kevin. Unanimously approved.

President's Report

Some last-minute reminders from Jay about the upcoming fair on September 17. Trustees should wear Library t-shirts and name badges. Please be available to help out where needed – welcome tent, kid's zone, beer tent. All the appraisal slots are filled but walk-ins will be welcome. The library receives 3% of any consignments.

Fundraising Committee

The date and time for Trivia Night at the Horse and Hound is being finalized.

Jazz concert with Steve Shapiro is scheduled for December 2. Steve suggests having a JJHS acapella group be an opening act for the show. This will widen the audience that we attract for these concerts and will further connect more with the KLSA.

Pluck and Rail concert scheduled for Saturday, March 11, 2023.

Buildings and Grounds Committee

Beginning with the month of October, the committee will work the 1st Sunday of the month.

Policy Committee

The Volunteer Code of Conduct was distributed to all volunteers.

Nominating Committee

Jen will touch base with Veronica about her status as trustee.

Next Library Board meeting is October 12, 2022.

Meeting adjourned 9:20pm.

Minutes taken by Elena Dunn