

Lewisboro Library Board

November 9, 2022 Meeting Minutes

Board members present: Jay Luzzi, Andrew Tedder, Elena Dunn, Stephen Unterhalter, Priscilla Luckow, Jennifer Cayea, Maggie Liegey, Colleen McLafferty

Board members absent: Lisa Capobianco, Kevin Fitzmartin, George Lasota

Others present: Cindy Rubino -Library Director

Call to order at 7:38pm

Approval of October 2022 minutes: Motion- Jen. Seconded- Priscilla. Approved unanimously.

Treasurer's Report

Net Funding for the Year-to-Date is \$8,745 compared to a budgeted loss of \$49,874. The positive funding compared to budget reflects higher than expected Gifts and Contributions, General Fundraising, Library fair net proceeds and lower payroll-related expenses.

Pension Expense reflects prior period payments to employees offset by the reversal of accrual that established the liability in 2020. Payment excludes one prior full-timer and two part-timer.

Funds balance sheet shows decline in balance principally reflecting the funds transferred to new employee pension fund in October 2022. An increase of \$9721 in the long-term UBS Investment Fund from last month and a decrease of \$92K from December reflect the volatility in the market.

Kevin recommends that library accountant includes footnotes to items for any future persons looking at books – especially to better explain pension.

Director's Report

Cindy continues to stay informed on Town of Lewisboro budget developments. The Town is looking to stay under the state tax cap and will hold a public hearing on December 7, 2022.

Kevin and Cindy made a change to the library's banking and investments moving \$125K from Chase savings account to UBS account that has a 4% interest rate. \$25 K was moved from Chase savings account to Chase CD with an interest rate of 2%.

Discussion about polling the library users regarding hours of operation for the library.

HVAC work continues in Childrens room. The estimate to add heater to staff bathroom is \$1750. Cindy will look for an additional bid.

Clerk Caitilin Thompson resigned as of October 31. Melanie Moyna hired as part-time clerk.

Discussion regarding resupplying tote bags and bookmarks as there are few left.

Annual meeting is Sunday, February 5th at 2pm. Discussion regarding speaker – possibly Mike Santini from The Prospector Theater in Ridgefield, CT.

Volunteer thank you party is Sunday, November 13 at 2pm. At least 37 people will attend.

Lisa and Maggie suggested changes to Annual Appeal letter including printing in color and personalized letters to donors of \$250 or more. Motion made by Jen to approve increase up to \$1000 for Annual Appeal letters. Seconded by Stephen. Unanimously approved.

President's Report

Jay reported on the recent daffodil planting by the Garden Club on side of road between Town House and Library. The evergreen tree donated by Peter Cipriano and will be delivered soon. Jay and Cindy continue to explore sustainable electric suppliers.

Fundraising Committee

Trivia Night showed a profit of \$1105. Thank you to Maggie for spearheading this event. Attendees had a great time. Sue Vales, of Horse and Hound shared her positive feedback.

The jazz concert with Steve Shapiro's group Trio is scheduled for Friday, December 2. Jay Prince will be the special guest. The Treblemakers, the student run co-ed acapella group, will be the opening act. 20 tickets sold so far. Maximum number is 75-80. Cross River Wine Merchants to attend and pour wines. Horse and Hound donating cheese platter. Trustees to donate desserts.

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

Discussion regarding a "Turkey Trot" 5K race benefiting the Library in November 2023.

Nominating Committee

Veronica resigning as trustee. Discussion regarding whether a person can serve on a committee without being a trustee. Jen to look at by-laws for clarification of requirements for trustees.

Next Library Board meeting is December 14, 2022.

Motion made by Jay to go into executive session. Seconded by Stephen. Unanimously approved.

Meeting adjourned 928pm.

Minutes taken by Elena Dunn