

Lewisboro Library Board  
December 14, 2022 Meeting Minutes

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

Board members absent: Kevin Fitzmartin

Others present: Cindy Rubino -Library Director, Alex Gregor- community member

Call to order at 7:39pm

Approval of November 2022 minutes: Motion- Maggie. Seconded- Jen. Approved unanimously.

### **Treasurer's Report**

Net Funding Year-to-Date is a loss of (\$1946) compared to a budgeted loss of (\$75,815). The positive variation to budget reflects a higher than anticipated Gifts and Contributions, General Fundraising, Library Fair and lower Payroll and resulting payroll taxes. The higher positive funding was reduced by higher Pension, Utilities and Custodial expenses.

Pension Expense reflects prior and current period payments to employees partially offset by reversal of an accrual that established the pension liability in 2020. With pension

Motion made by Jay to move \$25,000 from the UBS Cash account to the UBS Investment Account as advised by Stephen Hall. Seconded by Stephen. Unanimously approved.

The Library's request for town funding, which has an increase of 8.75% from last year's budget, was approved by the Town of Lewisboro at the recent Town Board meeting.

Jay discussed upcoming audit budgeted for in 2023 budget. Audit committee to be formed and to determine which year to be audited.

### **President's Report**

Jay thanked the board for their work over the past year and wishes health and happiness for the holiday season. Discussion regarding opting into renewably sourced electricity for the Library. Solar Farms does not work with commercial customers. Cindy to check with Dan Welsh regarding Constellation.

Jay suggested giving complimentary tickets to fundraising events to town officials and continue to spread the word about upcoming events.

## **Director's Report**

Discussion on Holiday closings for 2023. Monday, June 19<sup>th</sup> the library will be closed for Juneteenth. Saturday, November 11 the library will be open. Motion made by Maggie to adopt the holiday closing schedule presented to board. Seconded by Jen. Unanimously approved.

Pension issue has been resolved. Cindy to pursue what fees might be covered by insurance- possibly attorney fees. Cindy will also inquire why insurance rates were raised. Jay recommended that Sherrie- Sue write up details of steps that were taken to resolve pension issue including footnotes.

Library's new insurance does not include liquor coverage. Separate coverage needs to be acquired for events serving alcohol.

Annual meeting date is Sunday, February 5. No speaker confirmed as of now.

Discussion on using Friends of Library logo for new batch of tote bags.

Cindy continues to encourage staff to complete signing up on their Vanguard accounts.

Cindy will formally offer Julie McCaffrey the Library Fair Coordinator position at a rate of \$25 per hour.

## **Fundraising Committee**

The Annual Appeal campaign is going very well. Lisa and Maggie along with Cindy and Liz will analyze how things went and how to proceed going forward. A new addition this year was asking donors to cover the 2.5% credit card transaction fee. End of the year email reminders will be sent out.

Taste of the Town Raffle will take place again in the new year. Elena to obtain gift certificate donations from restaurants: Horse & Hound, One Twenty-Three, La Vista, Bacio, Blazer.

Jay connected Elena with a community member who is interested in the idea of an art show fundraiser. A meeting was held to gather more details and brainstorm possible ideas.

## **Nominating Committee**

Kevin Fitzmartin will be resigning as Treasurer and board member to spend more time with family. He will be greatly missed by all members.

Jen will present nominations for new board members at the January Annual Meeting.

## **Buildings and Grounds**

In recent power outage, the generator did not turn on. Cindy reported it to Tony who will report back.

Next Library Board meeting is January 11, 2023

Minutes taken by Elena Dunn