

Lewisboro Library Board
February 8, 2023 Meeting Minutes

Board members present: Andrew Tedder, Jennifer Cayea, Elena Dunn, Priscilla Luckow, Lisa Capobianco, Daniela Infield, Will Winston, Maggie Liegey *On Zoom: Tracy Nichols, Alex Grigor*

Board members absent: Stephen Unterhalter, George Lasota

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

Called to order at 7:31pm

Approval of January 2023 minutes

Motion by Maggie. Seconded by Andy. Approved unanimously.

Public Comment

Mary Shah thanked Cindy and the library staff for being so supportive/cooperative during the past weekend's weather event and for a standout annual meeting on Sunday.

President's Report

Jenn is very excited about serving in her new role as President. She remarked that she believes in the power of this board, has an excellent partner in Cindy, and will lean on her Vice President, Elena Dunn, as needed. Some goals for this year are to run efficient meetings, develop a long-range plan, evaluate the Board and Director and identify essential work going forward.

Nominating Committee

Jenn welcomed our newest trustees - Will Winston and Tracy Nichols - and presented our newest candidate, Alex Grigor, of Lake Truesdale. Alex has attended meetings in the past and has shown great interest/has been a strong advocate for the library. Motion by Lisa. Seconded by Will. Approved unanimously. Cindy will arrange orientations for the new trustees ASAP.

Treasurer's Report

The position of Treasurer is vacant. We will keep former trustee Kevin FitzMartin as an authorized signatory to ensure timely signing of checks. Motion to replace Jay Luzzi with Jenn Cayea as an authorized signatory for these accounts by Daniela. Seconded by Elena. Approved Unanimously

Director's Report

We had a wonderful Annual Meeting with Maureen Koehl on Sunday. All Board members present signed their Conflict of Interest forms. Cindy reminded the Board that we are required to

complete two hours of continuing education during the calendar year. Committee Assignments were reviewed and will be redistributed for consideration. Need to establish an audit committee. Cindy and Jenn will meet with all of the Committee Chairs to establish goals for the year.

Electronic exterior door facing the town house has been glitchy. The fluorescent light ballasts and bulbs are starting to go and we are speaking with our electrician about switching to LED. WLS network is switching to Crown Castle. We will be switching from the WLS email system to our own email domain at a cost savings of \$1k/year. The staff will have new email addresses. Cindy filed all of our end of year compliance documents with the Newport Group. She also worked with our insurance agent to set up the required ERISA fidelity bond.

Some upcoming programs include

- Thursday, February 9 - The Tuskegee Airmen (Virtual)
- Sunday, February 26 - In Their Own Words: Lewisboro Voices from the Past
- Saturday, March 4 - Volunteer Fair at the Library

Fundraising Committee

Holiday Appeal has been a success, and we are \$2k ahead of last year's appeal with three months to go. The Giving Tree will come down this weekend. Taste of the Town raffle winner was drawn at the Annual Meeting. We sold more than 206 tickets and it was a very successful fundraiser.

Upcoming:

- March 11 - Pluck & Rail Concert, tickets are selling very well
- May 7 - Historic Hamlet Hunt
- The Committee is working on a collaborative fundraiser with the Lewisboro Playground Committee to commission a town poster by a local artist that would be for sale. The poster will feature town landmarks, public spaces, local lore and more. We hope to have it available by May/June.

Library Fair Committee

Harold Ossher is stepping down as fair treasurer so we will need to find a replacement. The first planning meeting will likely be in early March.

Buildings and Grounds Committee

A discussion was had about how much work the gardens require, possibly hiring some help, and inviting non-trustees to serve on the committee.

Next Library Board meeting is March 8, 2023

Meeting adjourned 8:55pm.