

Lewisboro Library Board  
January 11, 2023 Meeting Minutes

Board members present: Jay Luzzi, Andrew Tedder, Elena Dunn, Stephen Unterhalter, Priscilla Luckow, Jennifer Cayea, Maggie Liegey, Colleen McLafferty, Lisa Capobianco, Kevin Fitzmartin, Daniela Infield

Board members absent: George Lasota

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

Call to order at 7:57pm

Approval of December 2022 minutes: Motion- Priscilla. Seconded- Lisa. Approved unanimously.

**Nominating Committee:**

Motion made by Andy to approve the appointment of Daniela Infield to the Board of Trustees. Seconded by Stephen. Unanimously approved.

**Treasurer's Report**

Net Funding year to date is \$13,799. This was accomplished by generous donations, Library entertainment programs, Library Fair, and increased Town Funding. It was a good year for revenue. Kevin recommended to continue collecting fines and lost book fees going forward. Salaries and Westlynx expenses were lower than anticipated.

Kevin recommended having the 2022 year audited as it was the most complicated year for the Library. He suggests the accountant look at cash and investments as it is good to have a third-party review. The Audit committee should be formed in February and contact firms to use.

**President's Report:**

Jay reported that the Library is an official "triangle" for the Lewisboro Garden Club and will receive \$75 annually for garden purchases. Jay also mentioned he spoke with the organizer of the Fine Day Fair at Onatru. She is doing a Spring show on June 3 and 4 and has offered to give the Library a table at no cost.

Jay thanked Colleen for her hard work and dedication as a board member over the past 8 years. Jay gave thanks to Kevin for his years of service as a trustee and for navigating the Library through the challenges of COVID and settling the pension issue.

**Director's Report:**

Building and Grounds – Peter Cipriani pruned magnolia trees. The generator was repaired. Cindy is looking for a new handyman for small jobs.

Annual Meeting date is February 5 at 3pm. Maureen Koehl is speaker. Maggie set up a sign-up sheet for refreshment donations.

Technology – WLS is switching internet providers and installing fiber cables. It will provide greater security.

Gifts and Contributions – As of 1/10/23 the Holiday Appeal brought in \$69,151 from 247 donors. (The 2021 appeal brought in \$46,120 from 178 donors.) It was agreed that the personal story and color printing of the appeal letter most likely helped to bring in this increase in donations.

Discussion of joint fundraiser with Playground Committee to develop a Lewisboro Poster to be sold at the Library. \$35 to produce poster and sell for \$50-60.

Library fair – Julie McCaffrey happily accepted the position of Fair Coordinator. The date of the Library Fair is Saturday September 9<sup>th</sup>. Dates for August drop off days to be determined.

**Fundraising Committee:**

Taste of the Town raffle still ongoing. Winning ticket to be pulled at Annual Meeting.

Next Nightclub date is Saturday, March 11 with Pluck and Rail performing.

**Nominating Committee:**

An advertisement for new Trustees will go out in email blast and Facebook. The new leadership slate is being discussed.

**Policy Committee:**

Decision made to add to the onboarding process for new employees, there will be an “opt-in” form acknowledging that they have accessed their pension.

Minutes taken by Elena Dunn