

Lewisboro Library Board
April 12, 2023 Meeting Minutes

Board members present: Jennifer Cayea, Andrew Tedder, Elena Dunn, Stephen Unterhalter, Daniela Infield, Lisa Capobianco, Will Winston, George Lasota, Tracy Nichols, Alex Grigor

Board members absent: Priscilla Luckow, Maggie Liegey

Others present: Cindy Rubino -Library Director

Call to order at 7:31pm

Approval of March 2023: Motion- Andrew Seconded- Alex. Approved unanimously.

Library Fair Report

Julie emailed Fair updates to the board. Donation days are scheduled for August 12, 19, and 26th. Jen, Cindy and Julie are meeting with potential candidates for treasurer position. Julie exploring the need for a pre-sale coordinator. Looking for a partner or underwriter to help with the wi-fi issues. Expansion of VIP tickets. Social media posts and flyer info is being worked on. A fair meeting will be scheduled soon.

President's Report

Various committee meetings will be happening soon to craft mission statements and agendas. Jen thanked those board members who attended the first Programming Committee meeting and will schedule another in the next month.

April 23-29 is National Library Week. Discussion about how to celebrate the 17 staff members. Tracy, Elena, Jen to coordinate ideas.

Discussion regarding Juneteenth communications and meeting with Lewisboro Equity 4 All group. A decision was made to invite the group to our next board meeting on May 10th at 7pm to clarify the position of the Library.

Treasurer's Report

Net loss for March was \$6163.66 in cash assets. The increased income from Gifts and Contributions and General Fundraising is offset by increases in spending in Payroll, Utilities, and Maintenance. Income at 25.38% versus expenses at 25.8% has the library budget balanced in this first quarter of the year.

Stephen wants to discuss with the Finance committee moving money from UBS Development fund into a higher yielding fund. Stephen also suggests separating the Custodial and Maintenance line in the budget to better reflect money being spent on building repairs. Discussion regarding hiring an engineer to look at building to predict upcoming possible costly repairs and having money set aside in the reserve fund to cover those expenses.

Director's Report

Cindy shared that the NYS annual report was approved by WLS which will then be submitted to NYS. Annual appeal raised \$92,200 from 264 people. Library Giving Day with specified goal of buying museum passes was a success and raised \$4500.

Walkway was repaired and final payment will be made after power washing.

Cindy reminded board members to complete sexual harassment prevention training.

Marianne Pei is resigning but will continue as a substitute librarian, and Cindy is looking to fill the position with existing staff. JJHS interns will begin in May – Chris Gebbia and Marlee Lustig.

The improved, new public catalog interface, Aspen Discovery, is being released on April 27.

Mobile Beacon wi-fi hotspot service is due to expire at the end of April. 11 devices at \$120 per month. Motion to renew the annual service at the cost of \$1320 made by Daniela. Seconded by George. Unanimously approved.

Program highlights – Movies on Monday afternoons, Scrabble club to begin, Open Mic nights starting in May. Cutting the Cord, Garden Club, and Comprehensive Plan programs are scheduled. Teen Advisory Group is gaining new members. Special children's book author, Elizabeth Meyer Gross, to hold program on May 6th.

Audit Committee

Will be meeting to investigate and gather information about what is needed. Preliminary meeting next Wednesday with potential auditor. The process will most likely cost \$10,000-\$12,000.

Fundraising Committee

Pluck and Rail concert raised approximately \$1700.

The Spring appeal will be recognizing Cindy's 20 years serving as director and will be asking donors to write a small note to Cindy and perhaps donate \$20 in her name. This appeal will include color printing and reach more addresses and will cost more money than originally budgeted. Motion to approve an additional \$2460 made by Stephen. Seconded by Will. Unanimously approved.

Poster fundraiser is moving along. Near final draft of the poster was sent to committee members. Meeting scheduled to approve final design is set for next week.

Historic Hamlet Hunt on May 7th has 23 cars signed up so far. 140 booklets printed. Comedy Night is scheduled for Friday June 16th. Salem Wine and Liquors as sponsor. Looking for more sponsors for food donations.

Nominating Committee

Committee met with potential candidate Stacy Duffy. She works as a teacher in Chappaqua and is passionate about libraries. Stacy has been invited to join our May board meeting.

Next meeting May 10 at 7pm. Meeting adjourned at 940 pm.

Minutes taken by Elena Dunn