

**Lewisboro Library Board**  
**June 14, 2023 Meeting Minutes**

Board members present : Lisa Capobianco, Jennifer Cayea, Stacy Duffy, Elena Dunn, Alex Grigor, Maggie Liegey, Tracy Nichols, Andrew Tedder, Stephen Unterhalter, Will Winston

Board members absent: George LaSota, Priscilla Luckow, Daniela Infield

Others present: Cindy Rubino – Library Director, Dawn Brown-Berenson, Cynthia Ryan, Teasha Stapleton

**Called to order at 7:31pm**

**Approval of April 2023 minutes**

Motion by Tracy. Seconded by Elena. Approved unanimously.

**Public Comment**

n/a

**Meeting with Equity for All**

Leadership from Equity for All expressed disappointment in the Library for not being able to serve as a fiscal sponsor for the Arts Westchester grant this winter. A discussion was held around how the Library can do better in the future when working with potential partners, including being more transparent, more organized, and more collaborative. Board members agreed that there was work to be done on the part of the Board in order to ensure we fulfill our mission to offer educational, cultural, recreational, and civic engagement opportunities in a welcoming and safe atmosphere that supports intellectual and social involvement. All trustees present indicated that we would like to work with and support Equity for All and future Juneteenth celebrations.

**President's Report**

Jenn expressed thanks to trustees Daniela, Elena, and Lisa for attending the recent Pride flag raising ceremony in White Plains where the library received the Westchester County LGBTQ+ 2023 Leadership Award. We were the smallest library being honored and it was a very nice event.

**Treasurer's Report + Finance Committee**

Overall there were no material changes to our budget sheet this month, only reflecting slight market fluctuations. For profit and loss, we were up for the month but still down approximately \$8k on the year. Expenses for the month came in lower than expected but this is just a matter of timing, and we had some unanticipated costs in previous months. The finance committee will meet again this month to discuss these costs, editing the breakdown of line items on the budget, and the

library's investment policy. Motion to accept the current treasurer's report by Lisa. Seconded by Will. Approved unanimously.

The finance committee met with Stephen Hall from UBS, who manages our development funds. He said our portfolio was conservative compared to other local libraries, but it's reasonably balanced between fixed income and securities. He said an individually managed fund will outperform the market.

In order to maximize earnings, the 2022 Board approved moving \$50k from the UBS Select Prime Institutional Fund to the UBS fixed income investments. We moved \$25k last year and, for transparency, would like to ask the current Board to approve moving the remaining \$25k. Motion to move the remaining \$25k from UBS Select Prime Institutional Fund to UBS fixed income investments by Maggie. Seconded by Jenn. Approved Unanimously. Cindy will call to tell Stephen.

### **Director's Report**

We are waiting to hear back from the AC company to replace the condenser. The walkway was damaged again and we are expecting a proposal for repairs. Our vendor suggested we put posts in to prevent the incident from occurring again and Cindy started a conversation with Rose from ACARC about a solution. The finance committee wants to do a survey/evaluation to help plan for future necessary building repairs and Cindy was referred to two architectural firms and one engineering firm that have all worked with libraries and she has been in touch. Jenn, Priscilla, Stephen, and Alex agreed to be part of a working group to prepare an RFP and review proposals. This will also help us pursue NY State Construction grants which are available every year for improvements.

Our five wonderful interns just finished their 5 week internships. Cindy recently requested funding for technology upgrades/improvements during a small window of opportunity from our legislators to distribute money. She is happy to report that the museum passes which were funded through Library Giving Day are getting used and there are lots of upcoming programs including family programs, Priscilla's Community Crafters, and a "stop the Bleed" program hosted in conjunction with the Emergency Management Committee and the Volunteer Ambulance Corps.

### **Fundraising Committee**

Library Giving Day brought in almost 4x over last year, the Spring Appeal is down slightly but several gifts went to giving day, and general fundraising is doing fantastic this year. We have sold 54 of the 200 Lewisboro posters and need to get the word out. The Comedy Night sold out again and will net \$2k for the library and the Boterkoek sale was a hit yet again. The Fair raffle will launch in July, we will host a celebration for Cindy's 20th anniversary as Library Director in September, a volunteer appreciation party and a trivia night in October, and our Holiday Appeal mailing will launch in early November.

### **Library Fair Committee**

The committee had a great first meeting on June 6 and all chairs are confirmed and moving forward nicely with the exception of an opening for the Silent Auction Chair which we are hoping a Trustee will fill. The committee agreed to offer more VIP tickets with some added perks. We are working on solutions for stronger wi-fi, a fair t-shirt, and keeping the beer tent open for additional hours. Julie is beginning to market the fair, the flier is ready, and she is adding an Instagram account and starting to post on Facebook to boost excitement.

### **Old Business**

### **New Business**

Next Library Board meeting is July 19, 2023

Meeting adjourned 9:34pm.