

Lewisboro Library Board
May 10, 2023 Meeting Minutes

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

Board members absent: n/a

Others present: Cindy Rubino – Library Director, Stacy Duffy, Michele McPartland

Called to order at 7:31pm

Approval of April 2023 minutes

Motion by Andy. Seconded by Tracy. Approved unanimously.

Public Comment

President's Report

Jenn expressed thanks to Priscilla for the very successful Hamlet Hunt and to all the trustees who supported. Her attention to detail, how well executed. It was great to see so many participants, so many new people. Jenn also read a thank you note from Kathy Iglesias for the Board's recognition of the staff during Library Appreciation Week.

Treasurer's Report

The budget reflected an operating loss for the month of April due to a delayed bill received for the payroll retirement administration, which was covered by a withdrawal from our cash account. We also purchased several museum passes but these were fully funded by a special Library Giving Day campaign. Stephen is continuing to work with Cindy and the finance committee to find the best way to report these funds. Motion to accept the current treasurer's report by Maggie. Seconded by Will. Approved unanimously.

The finance committee proposed a new policy for securing quotes for work needed. Motion to establish a policy to require multiple quotes for any project/additional expense over \$3,000 by Tracy. Seconded by Will. Approved unanimously.

Motion to add Jennifer Hickey, the new Fair treasurer, to be added as an authorized signer for Chase Fair checking account and to remove Harold Ossher by Maggie. Seconded by Elena. Approved Unanimously.

Nominating Committee

The committee had the pleasure of meeting Stacy Duffy, a social studies teacher and the new Director of the LIFE School at Horace Greeley High School in Chappaqua. Stacy lives in Vista with her husband and young son. Motion to elect her as a new Board Trustee by Andy. Seconded by Will. Approved unanimously.

Director's Report

We will extend an invitation to the Equity for All Committee to join us at one of the upcoming Board meetings.

The library had 263 donors to the winter appeal and the spring appeal will be landing in mailboxes around May 22. We used a new mailing list which will allow us to mail the appeal to all residents. The list required a lot of diligence and Lisa thanked Liz and Cindy for all of their hard work. Liz worked many hours over her usual pay period, so she'll be taking some time off. Anu Chaturvedi, Liz's remote social media assistant, just graduated from college and we've expanded her role to part-time circulation clerk and to help Kathy with the website. John Jay High School interns started at the library this week.

We will be getting a second quote for the AC work for the conference room. We are looking for a new handyman for little jobs if anyone has a recommendation.

Gov. Hochul signed the 2023 budget and library aid was held flat to last year's levels. Budget Aid deadline is May 12 and Cindy and some trustees will be in touch with Senator Harckham and Assemblyman Burdick encouraging them to earmark funds.

NYS Empire plan is reducing our healthcare premiums by 2.73% because CSEA had their union negotiations with the state. Minimum wage has been raised to \$16.50 per hour for 2024 with further increases through 2027. Our hourly clerks make a little over minimum wage and we just finished the last 5-year step-up. We should factor this additional increase into our 2024 budget and beyond.

WLS IT and the technology committee were unhappy with the way the public catalog was working so they purchased a new front-facing interface from Aspen Discovery so you may see a change in the digital experience. All the ebooks and audiobooks are in there now and you can borrow directly from there. There is a Comments/Questions section that goes to WLS IT if you need help, or you can ask library staff. The app remains the same.

Library Passes are rolling in and we're starting to make them available. Open Mic Night didn't have a strong showing so we might revisit it in the fall. 22-25 people attended the Cutting the Cord program, which Kathy taught remotely. It was recorded and will be uploaded to the youtube channel soon. Summer Reading programming is getting started.

Audit Committee

The committee met with one potential auditor and is expecting a quote, which will likely cost more than what was originally budgeted. We will continue meeting others. Although it is not a requirement of an association library to conduct any financial audits, it has nevertheless been recommended that we pursue an audit more frequently than every five years so we should keep this under consideration when setting the 2024 budget and beyond.

Fundraising Committee

Historic Hamlet Hunt was very successful, welcoming about 80 people, and we were pleased to see so many new families. We plan to share the leftover pamphlets with major donors and home-bound seniors. The poster fundraiser is going well, we've sold 38 of the 200 we ordered. They are available for sale online or at the library. Comedy Night is being held on June 16 and tickets will go on sale soon. A \$40 ticket includes light bites and wine by Salem Wines.

Library Fair Committee

Announced the new treasurer, Jennifer Hickey. Julie will probably need to look for a new silent auction chair if anyone knows someone. George met with a company to talk about wifi but it will likely be cost-prohibitive. He will also talk with Homeland Towers and ask the town about the cost for upgrading the service for the month of September.

Policy Committee

The Board discussed the Library's Materials Reconsideration Policy. Motion to approve the policy committee's suggested changes to the policy by Andy. Seconded by Tracy. Approved Unanimously. More policy discussions will be had about the Library Bill of Rights and the Freedom to Read statement, among other things.

Old Business

New Business

Next Library Board meeting is June 14, 2023

Meeting adjourned 9:33pm.