

Lewisboro Library Board
July 12, 2023 Meeting Minutes

Board members present: Andrew Tedder, Elena Dunn, Stephen Unterhalter, Daniela Infield, Lisa Capobianco, Will Winston, Tracy Nichols, Alex Gregor

Board members absent: Priscilla Luckow, Maggie Liegey, George Lasota, Stacy Duffy

Others present: Cindy Rubino -Library Director, Julie McCaffrey – Fair coordinator

Call to order at 7:35pm

Approval of March 2023: Motion- Lisa. Seconded- Will. Approved unanimously.

Library Fair Report

Julie discussed 4 specific issues regarding the Fair:

- 100 VIP tickets will be available at \$75. Included in the package will be special reserved parking, exclusive entry to Attic Treasures on Thursday, 2 beer tickets, 2 book vouchers and 2 raffle tickets. If sales go slowly, another item such as t-shirt voucher can be included in VIP package.
- Potential hot air balloon tethered rides. Cost is \$4000. Discussion of sponsorship banner.
- WIFI- possible solutions to improve Wi-Fi include having a closed system with password available to vendors and library at a cost of \$1500-2500. Or to possibly tap into town WIFI that is used by Parks and Rec.
- Silent Auction – will be run by the Library Board. Each member will procure 5 items/experiences to be auctioned. Julie will send Google doc to board with list of past items.

Executive Committee Report -

The Board received Jen's letter of resignation and is looking to fill the position of president from within the existing board of trustees. It was also discussed to expand the number of board members to a total of 15. Any potential candidates can be brought to the nominating committee.

Subcommittees are asked to formalize job descriptions/mission statements which can include actionable goals for the year. Lisa will share examples of committee descriptions.

Discussion regarding the need for team-building to help build relationships among board members. Cindy will reach out to Library trustee trainer from Trustee Book Club.

Discussion regarding creating a program committee to find speaker for annual meeting as well as to ensure the staff has what they need for successful programs.

Treasurer's report -

Balance sheet shows a decrease in total assets by \$2428 from last month mainly due to the 3 pay periods for salaries in June. Upcoming big expenses will be the twice yearly Westlynx invoice in July and the insurance which gets paid in September.

Motion made by Will to accept treasurer's report as presented. Seconded by Tracy. Unanimously approved.

Finance committee -

Motion made by Stephen to accept Finance Committee's Mission Statement as written below. Seconded by Will. Unanimously approved.

"The Finance Committee ensures the overall integrity and health of the Library's financial condition. This includes providing oversight of, and devising investment guidelines for, the Library's liquid financial assets. The Finance Committee will also work with the Library Director to review the annual budget and to monitor the financial statements on a monthly basis."

Discussion to move \$25,000 from UBS fixed income to more aggressive fund. Discussion to have names of various funds to be the same as on UBS balance sheets. Discussion of creating a long-term capital plan committee. Audit costs from firms are coming in high – between \$10K- \$20K. Discussion regarding hiring an architect or engineer to consult regarding future large capital expenses.

Director's report -

Cindy discussed the installation of stone posts near the walkway. Thank you to Priscilla for doing all the necessary work to get this accomplished. Both Liz and Kathy will be on vacation in the next 2 weeks. Cindy will take vacation later in the month. Technology grant was awarded from Assemblyperson Chris Burdick's office. Cindy will decide how best to spend the money – new iPads, computers? Annual meeting is on the first Saturday in February (2/4/24) – if you have any ideas for a speaker, please let Cindy know.

Library Fair meeting is scheduled for Monday July 24 at 7pm. Please attend if possible.

Fundraising committee -

Annual appeal has brought in \$14K so far. Poster fundraising going slower than expected. Upcoming Night Club is scheduled for December 1 with a local band and hopefully JJHS acapella groups. Trivia Night at the Horse and Hound being planned for November. Peter Rose and Priscilla are planning a Chocolate fundraiser perhaps for February 2024.

Next board meeting scheduled for August 16, 2023, at 730pm

Minutes taken by Elena Dunn