

Lewisboro Library Board
September 13, 2023 Meeting Minutes

Board members present : Stacy Duffy, Elena Dunn, Daniela Infield, George LaSota, Priscilla Luckow, Maggie Liegey, George LaSota, Stephen Unterhalter, Will Winston

Board members absent: Lisa Capobianco, Alex Grigor, Tracy Nichols

Others present: Cindy Rubino – Library Director, Mary Shah

Called to order at 7:34pm

Approval of August 2023 minutes

Motion by George. Seconded by Daniela. Approved unanimously.

Public Comment

n/a

Executive Committee Report

Elena expressed thanks for all of the hard work that went into the Library Fair. The weather was not ideal but everyone rose to the occasion and we were very happy by the turnout. Lisa is sending thank you's to all the people who donated to the silent auction and there will be a thank you party for volunteers once financials are in. Cindy is receiving a town proclamation at this Monday's Town Board Meeting and Cindy will also be presenting the 2024 Budget for their review/approval. On Wednesday, we will be hosting an intimate party celebrating Cindy's 20 years of service to the library.

Treasurer's Report + Finance Committee

August was a good month. Gifts and contributions increased and we received our funds from the state. Lower expenses this month but that will swing back next month. We're pretty much where we should be. We do expect our legal & accounting line to almost double due to higher anticipated audit costs. Overall our assets declined about \$1k on a month over month basis. Our cash increased last month because we made a profit. Motion to accept the current treasurer's report by Will. Seconded by Priscilla. Approved unanimously.

Motion to add Elena as a third signer of our Chase bank account by Stephen. Seconded by Daniela. Approved unanimously.

The finance committee worked with Cindy to put together the 2024 budget to present to the town at their September meeting. This is the first year in quite some time that we're presenting a

balanced budget. We're asking for an increase from the town and we are committed to increasing our fundraising efforts to match them. Some of our expenses are likely to go up in 2024, including the minimum wage increase for our part-time employees. Motion to approve the preliminary budget by Will. Seconded by Daniela. Approved unanimously.

Director's Report

The magazine room sink hasn't been draining well. We hired a plumber and after a lot of exploration they think it's a problem under the building. We recently had the carpets cleaned. It is time to approve and sign our 2024 IT agreement with the Westchester Library System which sets our fee. Our 2024 fee will be \$40,448.20 or 1.74% (\$718.06) less than last year's fee of \$41,166.26. Motion to approve the 2024 IT agreement with the Westchester Library System by George. Seconded by Steven. Approved unanimously.

We'll be tabling at the New Resident event on October 1st and the Lions' Oktoberfest on October 21st. Upcoming programs include a Ghost Walk, Defensive Driving and an Author Panel. Cindy will be on vacation at the end of October.

Nominating Committee

Elena has put forth one person she met at the fair to the nominating committee and she has one other she's thinking of.

Audit Committee

The Audit Committee is recommending we pursue an agreement with Condon, O'Meara, McGinty & Donnelly for the 2022 financial audit and 990 filing. We found this firm to be the most responsive, it has extensive nonprofit experience, and they have offered us special pricing of \$16,200 for the 2022 audit and \$11,000 for the 2023 review. Firms encouraged us to conduct an audit, at minimum, every two years going forward, and to conduct a financial review in the alternate years. Motion to approve entering an agreement with Condon, O'Meara, McGinty & Donnell by Will. Seconded by George. Approved unanimously

Fundraising Committee

The library is hosting Susan Said for our concert on December 1 and we're trying to finalize ticket prices. Peter Rose and Priscilla will talk with Liza about a chocolate program or fundraiser for this winter. Maggie will talk with Alex about hosting another trivia night.

Library Fair Committee

While the fair wasn't as busy as last year, likely due to weather, we do anticipate it being a financial success. We are going to reevaluate the location of the beer tent in 2024.

Buildings & Grounds Committee

Working hard to make everything look great for Cindy's celebration next week. The solar lights installed along the Town House side of the library have made a big difference and hiring Sabas to cut the large grass blocking the spotlight on the rear walkway brightened that area. At some point, we will have an electrician install a spotlight on the back of the building where there is still a dark area in the parking lot. Gary Page hired Sabas at his own expense to finish spreading the mulch in the back lot owned by the town, and to repair the Belgian Block curb in the parking lot owned by the town, and shared by the post office and library. This work has made our whole campus look so beautiful.

Old Business

New Business

Next Library Board meeting is October 11, 2023

Meeting adjourned at 9:42pm.