

Lewisboro Library Board

October 9, 2023 Meeting Minutes

Board members present: Stephen Unterhalter, Maggie Liegey, Lisa Capobianco, George Lasota, Stacy Duffy, Tracy Nichols, Daniela Infield, Alex Gregor, Elena Dunn

Board members absent: Will Winston

Others present: Cindy Rubino -Library Director, Mary Shah – Town Board liaison

Call to order at 7:39pm

Approval of September 2023 minutes: Motion- Daniela 2nd- Stephen. Approved unanimously.

Executive Committee/ President's Report

The executive committee received and accepted a resignation letter from Priscilla Luckow on 9/29/23. For personal reasons, Priscilla is unable to complete her board term which ends December 2023. She will be greatly missed by the board. Priscilla said will continue to be involved in Library happenings.

Nomination of new leadership slate with Maggie as president, Lisa as Vice President, and Elena as Secretary. Stephen will continue as Treasurer. Motion to adopt new leadership slate by George. Seconded by Stacy. Unanimously approved.

Maggie shared that she is looking forward to prioritizing essential work of the board and is excited to learn together with input from all members. First item of business is to make sure each committee has a chair and Maggie will connect with them in the coming weeks. Motion to form a Program Committee made by Maggie. Seconded by Tracy. Unanimously adopted.

Reminder about trustee training and DEI zoom next week. Cindy will send details.

Nominating Committee

Lisa introduced trustee candidate Al Pezone to the board. Al has been actively involved in the Lewisboro Library and has created the Dungeon and Dragons teen program. He also has a background in finance. Motion made to accept nomination by Lisa. Seconded by Daniela. Unanimously approved. Discussion of Al's term completing Andrew's vacated term.

Lisa introduced trustee candidate Ronnie Thompson to the board. Ronnie has a background in education and works at John Jay Highschool. Motion made to accept nomination by Lisa. Seconded by Daniela. Unanimously approved. Discussion of Ronnie's term completing Jen's term.

Lisa introduced Nancy Hoffman to the board as an interested trustee candidate. Nancy is a new Lewisboro resident and is interested in getting involved in the community. A second interview and invitation to sit in on a board meeting will be offered to Nancy as the nominating process proceeds.

Treasurer's Report

Net income for September 2023 amounted to \$26.9K due to \$35.8K from Library Fair and \$2800 grant. There was a decline in gifts and contributions, an increase in salary and benefits, an increase in building repair, and a one-time insurance payment.

September 2023 balance sheet of financial assets were up by net \$11.6K. This largely reflects \$26.9 K in operating cash from the fair. Offset by net loss of \$15.8K in UBS account.

Motion made by Tracy to accept financial report. Seconded by Daniela. Unanimously approved.

Finance Committee

The finance committee met to create 2024 budget and Cindy presented it to Tony. The 2024 balanced budget asked for approximately 12% increase over previous year. The Town reviewed and asked the library to cut approximately \$25,000 or bring it down to 8%. The committee met again and was able to cut budget back to a 9.7% increase. Motion to approve this preliminary budget that will be presented to the Town Board made by Maggie. Seconded by Lisa. Unanimously approved.

Motion made by George to add Maggie as authorized signer on financial accounts for library and remove Elena and Jen. Seconded by Stacy. Unanimously approved.

Director's Report

Cindy is working hard on getting all documentation needed for audit. Cindy will be on vacation from October 30 – November 4.

Building and Grounds – George is now chair of the committee. Leak in roof during heavy rains. Sink not draining. Cindy getting referrals and estimates.

Outreach – Daniela attended New Residents event and Cindy, Marie, Maggie, Stacy, Daniela, and Elena will attend Lions Club Oktoberfest.

Programs – October programs include Author Talk with local resident Jimin Han, AI zoom program, Citizen's preparedness program, and Maureen Koehl's Ghost Walk. Annual Meeting is on February 4th and we are still deciding on a speaker.

Fundraising Committee

Revenue is about \$17K down, though can be attributed to a single donor. November appeal letter to target those who have not donated before. Poster sales slow – looking to do holiday special or as incentive gift to donors over \$1000.

December concert – Susan Said - \$30 tickets to celebrate the band's 30th anniversary. Cross River Wine Merchants and Horse and Hound to provide snacks and wine tasting.

Possible Trivia night at Hound – Elena to check for dates in December or January. No Chocolate fundraiser – maybe a program next year.

Library Fair Committee

Thank you party for volunteers scheduled for Sunday, November 19.

Next year's fair date is Saturday September 21. Preliminary financial statement looks good with the Fair netting approximately \$39K. Still some outstanding expenses to be paid. Discussion regarding how to increase revenue next year – reaching an early evening crowd, better promotion, more sponsorship. Maggie will reach out to Julie to gauge her interest in being Fair Coordinator again.

Next board meeting is scheduled for Wednesday, November 8, 2023.

Minutes taken by Elena Dunn