

## Lewisboro Library Board

### November 8, 2023 Meeting Minutes

Board members present: Stephen Unterhalter, Maggie Liegey, Lisa Capobianco, George Lasota, Stacy Duffy, Tracy Nichols, Daniela Infield, Alex Gregor, Will Winston, Elena Dunn, Ronnie Thompson, Albert Pezone

Others present: Cindy Rubino, Mary Shah, Nancy Hoffman, Caty Koehl

Call to order at 7:31pm

Approval of October 2023 minutes: Motion- Will 2nd- Tracy. Approved unanimously.

Public comment – Mary shared there will be a food collection box at library for Community Center of Northern Westchester for Diwali celebration. She also thanks the board for attending town board meetings.

#### President's report

Maggie has met with all committees' chairs except for one. Each chair will share drafts of committee mission statements and measurable 2024 goals at the December board meeting. Full board meeting time will change from 7:30pm to 7:00pm in 2024. Maggie has been in touch with restorative justice consultant and will explore opportunities for the board and library staff to continue DEI work. Cindy will share link to DEI webinar for library boards.

#### Treasurer's report -

October 2023 showed no large revenue items. Income was mainly from Town and \$2100 income from gifts and contributions, fines, lost book fees. Healthcare expense of \$9700 reflects 2 payments in the month. Currently just under budget and expecting large bills coming for legal expenses and audit.

#### Finance Committee

The committee met on October 18. Discussion regarding changing the fiscal year end to reflect the annual income better and to help with creating budget. Cindy will investigate what other libraries do in regard to this. Discussion regarding developing a maintenance budget for building repairs. This has been graciously tasked to the Building and Grounds committee. Discussion regarding consolidating investment accounts. Alex and policy committee will review investment policy. Discussion regarding unrestricted and restricted funds and how best to use them to better serve the community. Discussion regarding how the expenses of the Library Fair are shown – not just reporting the net income from fair.

#### Director's Report

Junior accountant from audit firm was at library last week and completed the field work. Bookkeeper Sherrie Sue was able to provide documentation in the functional expense format required by the firm. Cindy will call firm tomorrow to follow up. FY 2022 990 tax return will need to be reviewed before the November 15 deadline. Cindy, Stephen and Maggie will review. Annual report/statement to the public needs to be created for minimum standards compliance.

Cindy reported that the leaky roof was still under warranty. Light bulbs and ballasts to be replaced by electrician. Thank you to the trustees who attended Lions Club Oktoberfest. Marie Nania has been having story times at elementary after school programs and preschools. Discussion regarding Annual Meeting speaker. Alex to contact Andrew Selesnick to see if he is available for the Sunday February 4<sup>th</sup> meeting. Upcoming library programs – earring making, online safety, music therapy. Dec 15 - "It's a Wonderful Life" radio show.

#### Committee reports

Building and Grounds – met in October. Goals focus on maintaining building upkeep and ADA compliance. George to meet with Cindy tomorrow. Library has a zoom account which will be used for monthly B&G meetings.

Fundraising and Marketing – met on October 31. Newly named to also include marketing focus. Created long and short-term goals focusing on community engagement and explain to community what the library does. Committee will meet monthly. Annual Appeal letter will be mailed on November 17 and should be in homes for Thanksgiving weekend. Thank you to Liz for her hard work. Thank you to Peter Rose for another sell out of her delicious shortbread fundraiser. Upcoming Night Club is Friday December 1 with local band Susan Said and opening act of JJHS Treblemakers. Sign-up sheet for trustee help is distributed. Discussion regarding poster sale and how to reactivate.

Library Fair – The executive board received Julie McCaffrey's letter of resignation. Maggie and Cindy to revisit job description and will post listing in January. Julie will attend the Thank You party on November 19. Motion to allow up to \$500 to fund refreshments for party made by Lisa and seconded by Daniela. Unanimously approved. Tracy will be purchasing items and creating a beautiful table to thank these hard-working volunteers.

Nominating Committee – We welcome our two newest members of the board – Ronnie Thompson and Al Pezone.

Personnel Committee – Tracy will be scheduling a committee meeting in December before full board meeting.

Policy Committee – Alex will be scheduling a committee meeting before December full board meeting.

Program Committee – Stacy discussed that the committee will meet to discuss how best to support our staff and programming as well as being tasked individually to attend programs at our library as well as other libraries.

New Business – Make sure programs and events are meeting our goals. Encourage board members to attend programs and give feedback.

Meeting adjourned at 9:21pm

Minutes taken by Elena Dunn