

Lewisboro Library Board

December 13, 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, Library Director

Call to order at 7:37pm

Approval of November 2023 minutes: Motion- Will 2nd- Tracy. Motion passed.

President's Report

Committee mission statements and goals have been shared with the board. New members, Ronnie and Al, are asked to decide which committees they would like to join. Maggie spoke with DEI consultant and will meet with Cindy to continue to think how to proceed. Document shared with 2024 Board meeting dates – note change in start time from 730pm to 700pm. The annual meeting on Sunday February 4th will begin at 2pm.

Personnel Committee:

Tracy reported on the committee's November 29th meeting and shared mission statement and explained goals which include creating an employee handbook. Library holiday closings discussed. Committee recommended closing the library on Veterans' Day to be consistent with other closures on federal holidays. Motion made to amend policy to include closure on Veterans' Day made by Tracy. Seconded by Daniela. Motion passed. Discussion regarding having library open late one day a week or on Sundays and exploring if and how to budget accordingly. Tracy explained staff salary increases (4.15% for FT), minimum wage going from \$16 to \$17 in Westchester, and end of year bonuses (totaling \$5600). Motion made to approve personnel committee's recommendation regarding salaries and bonuses made by Tracy and seconded by Lisa. Motion approved.

Treasurer's Report:

Stephen reported that the library had a good month due to Gifts and Contributions as well as General Fundraising. There were no major expenses other than building repair approximating \$2000. Accounting bill for audit is expected to come in December. Operating funds and long-

term investment were up over the past month. Discussion to invite Stephen Hall of UBS to board meeting to advise how best to manage our investments. Motion to accept monthly financial report made by Stephen. Seconded by Will. Motion passed.

Finance committee:

Stephen reported that the finance committee met on December 12th to revise the Library Budget for 2024. Based on increasing income amounts from Gifts and Contributions and General Fundraising, the committee recommends increasing the staff bonus amount from \$5600 to \$6000, investing an additional \$25K to increase interest income, and to allocate more money to Books and Media. Motion to accept Budget 2024 with changes recommended by finance committee made by Will. Seconded by Al. Motion passed.

Finance committee reviewed letter sent by audit firm. Motion made to approve audit management letter made by Maggie. Seconded by Tracy. Motion passed. Motion made to approve financial report by auditor made by Maggie and seconded by George. Motion passed.

Director's Report:

Cindy reported on new email system for the library – @LewisboroLibrary.org - working with Google for non-profit organizations. Discussion regarding email addresses for board members. Cindy to contact board members to set up. There will also be info@lewisborolibrary.org on library website as well as a boardoftrustees@lewisborolibrary.org email that will be on our library website trustees page.

Cindy shared update on replacing overhead lights. D'Amico electric gave quote for replacing ballasts and bulbs at \$5100 and for replacing all lights with LED for \$6100. Cindy will get quotes from 2 other electricians. Board agreed to pursue replacing lights with LEDs. Cindy to investigate potential rebates or grants to cover costs.

Annual report required by NYS was satisfied by compiling the power point presentation Cindy prepared for budget presentation. Annual meeting is Sunday, February 4 at 2pm with guest speaker, Andrew Selesnick, Superintendent of KLSD. Upcoming program this Friday, December 15 – It's a Wonderful Life radio version.

Building and Grounds Committee:

George shared mission statement and goals for committee. Discussion regarding the “infamous” evergreen tree. Copia would like to donate and plant another tree on front lawn. Daniela to assist with watering to ensure its growth.

Fundraising and Marketing Committee:

Lisa shared the committee’s mission statement and goals. Both Holiday Appeal and Giving Tuesday raised more money compared to last year. Elena shared positive feedback from December concert- wonderful night thanks to help from board members and local businesses who donated food and wine. 50-50 raffle brought in an extra \$250. Trivia Night at the Horse and Hound is happening on Wednesday December 20. \$25 tickets sold out in 2 days. Alex, Elena and any other board members will facilitate the event. Coming in January – Taste of the Town Raffle – online tickets sold for \$25 for one prize valued at \$450 of gift certificates from 5 local restaurants. Winner to be pulled at Annual Meeting. Holiday gift table with Lewisboro themed gifts on display. Email sent and 2 posters purchased soon after. Elena and Cindy will begin working on a volunteer roster to engage the community in supporting the library in various ways – from baking cookies and setting up for events to “shelf readers” and program assistants.

Library Fair Committee:

Financials came in slightly more than budgeted. Julie McCaffrey was given a \$500 bonus as appreciation of her hard work.

Nominating Committee:

Lisa shared mission statement and goals of the committee. Board dashboard is being created to identify any gaps in our diversity we would like to fill with future board candidates. Lisa presented Caty Koehl and Nancy Hoffman as board candidates to be voted on. Motion made to nominate Caty to the board made by Stephen. Seconded by Will. Motion passed. Motion made by Lisa to nominate Nancy to the board. Seconded by Will. Motion passed.

Policy Committee:

Alex shared that upcoming priorities for the committee will be reviewing finance, investment and personnel policies. A track change document would be helpful as committees work through policies. New trustee handbooks were distributed to all board members.

Program Committee:

Stacy shared the mission statement and goals of the committee. Asynchronous task to members to gather information on programs offered at our library and neighboring libraries. Stacy also asked members to attend one of our programs before the January board meeting.

New Business:

Cindy shared that the library will close one day in January for inventory and tidying up.

Next board meeting is Wednesday January 10, 2024 at 7pm.

Meeting adjourned at 9:37pm

Minutes taken by Elena Dunn