

Lewisboro Library Board of Trustees

January 10, 2024 Meeting Minutes

Board members present: Stephen Unterhalter, Maggie Liegey, Lisa Capobianco, Stacy Duffy, Tracy Nichols, Daniela Infield, Alex Gregor, Will Winston, Elena Dunn, Albert Pezone, Caty Koehl, Nancy Hoffman

Board members absent: Ronnie Thompson

Others present: Cindy Rubino, Library Director

Call to order at 7:07pm

Approval of December 2023 minutes: Motion- Stacy. 2nd- Daniella. Motion passed.

President's Report

George Lasota has formally resigned from the board as of January 9th due to time commitments and personal life. We are all sad to see him go and appreciate all the good work he did for the board. Maggie suggested that board members reach out to her or the nominating committee to problem solve if they might need to take a pause or scale back. A mission of the committee is to touch base with board members annually to check in. Maggie highly suggested that all board members read the new Trustee Handbook. Beginning in March, full-time library staff members will attend board meetings and share details about their roles at the library. There are plans for coffee hours for board members to meet the part-time staff.

Treasurer's Report

Stephen reported that the Library had a net loss of \$6400 for the month of December compared to budget due to higher expense items and timing issues, namely Salaries/Benefits and Legal/Accounting (audit). These expenses were offset by higher Fundraising and Gifts/Contributions. We had an overall loss for the year of \$8400 while we had budgeted for a loss of \$22,000. The expenses that were not budgeted for include building repairs, bonuses, and the higher expense of audit.

Operating account reflects the loss. UBS Development funds increased by \$21,000. The investment portfolio was up by approximately 14% for the year. Finance Committee will investigate moving cash assets to an account to earn more income. The Chase CD now has a total of \$50,000.

Motion to approve Treasurer's report made by Will. Seconded by Tracy. Motion passed.

Director's Report

Cindy distributed the audit financial statements and management letter to board members. WLS has added new digital resources including Medici.tv, The Shelf, and Mango language program. The new email system is almost ready once WLS transfers email addresses. Cindy met with Utica insurance expert who will provide the library with policy recommendations, namely workplace violence. Caty offered to assist. Maureen Koehl and Cindy met to discuss the library creating a second volume of the Lewisboro History Book. Detailed proposal to come. The Library's Zoom account is available for committees to use. Discussion regarding the Town installing EV charging stations near Post Office. Suggestion made for the town to repaint directional arrows for entrance/exits. Cindy will distribute results from past surveys regarding programs and operating costs to open on Sundays. Annual Meeting is Sunday, February 4th at 2pm with speaker Andrew Selesnick, Superintendent of KLSD. He will present and do Q & A about educational challenges in public schools in 2024. Upcoming library programs include author talk with Stephen Goldman, CT Ghost Hunter, teen paint night, Dungeons & Dragons.

Committee Reports

Fundraising - Gifts and Contributions for the year amount to \$116k, which is down from 2022 and can be attributed to timing of donations. We received more \$1k donations this year. General Fundraising brought in \$21k. Trivia Night in December was a success and brought in \$1500. More Trivia Nights to be planned for 2024. Taste of the Town Raffle is live and has sold 58 tickets so far. Elena encouraged board members to help sell tickets to friends and co-workers. Pop up sale tables may happen if weather is good. Discussion regarding how best to boost sales of Lewisboro Illustrated posters by using social media, continuing with a library store table, and reaching out to realtors.

Volunteer Fair takes place at the Library on Saturday, March 2nd. Upcoming fundraising events calendar– Pluck and Rail concert on April 13. John Jay HS music groups on Friday April 26. Comedy Night on June 14. Discussion about various fundraising ideas including bingo, historic house tour, piano bar.

Library Fair Committee - Kathryn Domoto has revitalized the library's eBay account and sold a book that she held from previous fair. Thrift books check for \$195 was received. Job description for Fair Coordinator will be posted soon.

Nominating Committee- Discussion regarding having Nancy and Caty finish out terms for Jen and George.

Programs Committee – Still auditing programs. Stacy asked committee to attend a program meeting being scheduled soon.

New Business – Discussion regarding the Town menorah. Cindy to reach out to Tony. Alex asked about having science fair projects displayed at Library.

Next Meeting is Annual Meeting on Sunday February 4th.

Next Board meeting if Wednesday, February 14th at 7pm

Meeting adjourned 8:35pm. Minutes taken by Elena Dunn