

Lewisboro Library Board Meeting Minutes

February 14, 2024

Board members present: Maggie Liegey, Lisa Capobianco, Stephen Unterhalter, Elena Dunn, Stacy Duffy, Alex Gregor, Al Pezone, Daniela Infield, Ronnie Thompson, Nancy Hoffman, Caty Koehl

Board members absent: Will Winston, Tracy Nichols

Others present: Cindy Rubino, Library Director

Approval of January 2024 minutes. Motion made by Nancy. 2nd by Stacy. 10-0

approved. **President's Report:**

Maggie asked board members to share a phrase or trait they would want in a perspective new board member in the efforts to develop a desired credo for our board. Discussion regarding creating a roster of part-time staff to be shared with the board. Full-time staff will be presenting at future board meetings and a pop-in plan is being developed for part-time staff.

Treasurer's Report:

Stephen reported that January was a good month overall thanks to Gifts and Contributions. Books and Media expenses show higher due to it being a combination of December and January. Custodial and Maintenance line was higher due to unexpected repair of light fixture in Children's Room. Assets show an increase of approximately \$11K. Motion made by Lisa to accept Financial Report, seconded by Caty. 10-0 approved.

Stephen shared the Finance Committee's discussion regarding changing the year-end date from December to June in order to make budgetary adjustments if necessary.

The Finance Committee recommends the reallocation of investment funds from short-term investments (total of \$379,650) to longer term investments to yield better appreciation. Then the committee will discuss with Stephen Hall of UBS to bring our current allocation in alignment with our investment policy. Maggie motioned to approve this portfolio allocation proposed by the finance committee, seconded by Daniela. Motion passed with 9 in favor and one abstention by AP.

Director's Report:

Cindy shared details regarding the new email transition away from WLS emails to Google Workspace for non-profits. Kathy will email all board members to assist with setting up accounts. Shared Google drives will be set up to share information and documents for collaboration. Discussion about the need for multi-factor authorization and cyber policy.

Cindy is working with website maintenance person to fix recent registration issues. WLS is currently doing a Patron Purge to remove old and expired patron accounts. Notifications are going out now for patrons to renew library cards. We have 6805 cardholders and 2780 are purgeable.

Discussion regarding expanding library operating hours. Many would like to have a late weekday night as well as hours open on Sunday. Spreadsheet showing the added cost involved was circulated. Survey to go out to public is being developed to get data as to what operating hours and days are preferred. Looking to increase hours beginning in Fall of 2024. Cindy to survey staff regarding interest in working increased hours.

Library Volunteer Fair is scheduled for Saturday, March 2 from 11-1pm. Maggie and Elena plan to attend. Discussion about successful D&D program run by Al and Connie. Interest in possible adult program. Mary Shah emailed Cindy regarding the library hosting a lecture on Anti-Hate including members of AJ, NAACP, AAPI. Cindy, Maggie and Caty plan to have a discussion with Mary to explore.

Committee Reports

Buildings and Grounds- to meet soon. New chair for committee is needed.

Fundraising- Taste of Town Raffle brought in over \$5K. Trivia Night is happening on March 6 at the Horse and Hound with Alex and Caty hosting. One more board member would be helpful to have. Saturday, April 13 at 8pm will be Pluck & Rail concert. Still looking for wine or beer sponsor. Friday April 26 at 7pm is JJHS music groups concert as a joint fundraiser for Library and ArtsAlive. Thanks again to Peter Rose for baking for another sold out fundraiser. A calendar of town events will be created to ensure that board members can attend and be a presence in the community. New fundraising software being researched.

Library Fair – So far, 2 people expressed interest in coordinator position. Interviews in March.

Nominating Committee - Documents and guides for trustee application process are in development. A Board survey coming soon for internal use.

Personnel Committee – Waiting for meeting date from Tracy.

Policy Committee – First read through of revised Leave of Absence Policy.

Program Committee – A new chair will be needed as Stacy will be on Leave.

Next meeting date TBD due to scheduling.

Meeting adjourned at 9:05pm

Minutes taken by Elena Dunn