

Lewisboro Library Board Meeting Minutes

March 19, 2024

Trustees Present - Lisa Capobianco, Elena Dunn, Stephen Unterhalter, Alex Grigor, Will Winston, Nancy Hoffman, Caty Koehl, Daniela Infield

Trustees Absent - Maggie Liegey, Al Pezone, Ronnie Thompson, Tracy Nichols, Stacy Duffy

Others - Cindy Rubino, Mary Shah

Meeting called to order at 7:06pm

Presentation by Kathy Iglesias - Head of Circulation and Technology Coordinator

- Kathy shared details about the many aspects of her job which include: circulation staff supervision, new patron acquisition, overseeing hotspots and Chromebooks, homebound delivery, catalog set-up, laptop and public computer maintenance, WLS system changes, website administrator, technology teacher, ordering supplies, maintaining Constant Contact, creating graphics and posters for programs including Summer Reading. We were amazed at the scope of her job and are appreciative of all her hard work!

Approval of Minutes - Motion made by Will. Seconded by Stephen. Unanimously approved.

President's Report

Lisa reported in Maggie's absence and shared the word cloud that was created from the input of the board showing that the word "committed/ commitment" was most commonly used to describe the role of a library trustee. This can be incorporated into developing a motto for the BoT.

Treasurer's Report

Stephen reported that the Library had its second great month for the year. Revenue is up by approximately \$16k due to Gifts and Contributions and general Fundraising. The month of February had a large periodic payment to Westlynx that created a net loss of just under \$1k. Year to date net income is up \$10k. Total assets have increased by approximately \$9k. Motion made by Stephen to accept treasurer's report. Seconded by Nancy. Unanimously approved.

Director's Report

Cindy reported that the Library will have two JJHS interns again this year in May.

The Annual Report was prepared and circulated to board members and sent to NYS for approval. Motion made by Will to accept the Annual Report. Seconded by Nancy. Unanimously approved.

Technology discussion. Kathy has facilitated the WLS email move to Google. Lisa encourages all board members to use Gmail and the dedicated Google Drive for all Library work. Discussion regarding how best to spend the \$10K grant money from Assemblyman Burdick. Sam Dodge gave some recommendations that were shared with staff and board which

include new staff computers and laptops. Alex also suggested the need of cameras to be used for program recording.

Library Giving Day is April 4th and the fundraising committee recommends that the focus should again be on raising money that will be used to renew and buy additional museum passes for public lending.

Upcoming programs include Narcan training, Author talk with Ben Goldfarb, Poetry with David Sanders, Citizen's Preparedness, and Solar Eclipse programs including free eclipse glasses for attendees.

Committee Reports

Building and Grounds - Nancy was given a tour of the building by Cindy. The committee is looking for more trustees to help with spring clean up of gardens - date TBD.

Fundraising - Trivia Night was another success thanks to Alex and Caty. Approximately \$1200 was raised and another date will be added to the calendar.

The fundraising committee has an Outreach Calendar on our Google Drive with dates of community events listed. Board members are encouraged to sign up to attend these events as representatives of the Library.

Kathy is in the process of setting up a page on website to sell items such as notecards and posters.

Next upcoming fundraiser concert is Saturday, April 13 with Pluck & Rail performing. The Horse and Hound will again be generously donating a cheese platter and Lily's donating chips & salsa. We are still searching for a beverage sponsor for this event. Trustees are encouraged to help out in some way - set up, attend, donate food/drink items, clean up - and most importantly to help market the event by sharing on social media or informing friends and neighbors about the event.

Library Fair - We are still in search of a coordinator for the library fair. Interviews are scheduled for later this month. Please continue to spread the word about the search.

Nominating - Trustee application was handed out to the entire board to read and make any edits. Hoping to approve the new application and trustee service description at the April BoT meeting. Board survey coming soon.

Policy - Amendment to bylaws regarding Leave of Absence was circulated to trustees. Motion made to approve amendment by Stephen. Seconded by Daniela. Unanimously approved. The Executive Committee has formally accepted Stacy's leave of absence. Congratulations to Stacy and welcome to the world Stella!

New Business

Discussion about creating a scholarship for high school students who volunteer for the Library. Committee formed to explore will consist of Lisa, Elena, Alex, Jane and possibly Connie Pezone.

Next board meeting is Wednesday April 10 at 7pm

Meeting adjourned at 9:03pm
Minutes taken by Elena Dunn

