

Lewisboro Library Board Meeting Minutes - **Draft**
April 10, 2024

Trustees Present - Maggie Liegey (via Zoom), Lisa Capobianco, Elena Dunn, Stephen Unterhalter, Alex Grigor (via Zoom), Caty Koehl, Daniela Infield, Al Pezone, Ronnie Thompson, Tracy Nichols

Trustees Absent - Will Winston, Nancy Hoffman, Stacy Duffy (on leave)

Others - Cindy Rubino

Meeting called to order at 7:11pm

Approval of Minutes - Motion by Caty. Second by Ronnie. Approved 8-0.

President's Report -

Maggie reminded committee chairs and members the importance of meeting on a regular basis in order to achieve the mission and goals of each committee. Maggie will meet quarterly with each committee chair to offer support if needed. The internal Board Survey is currently available for all trustees to complete by April 30th. Data will be shared at the May board meeting. The ad hoc committee to explore the development of a Library Scholarship will be put on hold for the moment to allow committee members to get back to best practices. Maggie offered to connect with members of the Program committee and schedule a meeting while Stacy is on leave.

Treasurer's Report -

Stephen reported that the library has had an overall good month compared to the budget. An increase of approximately \$8K due to the technology grant money received. Year-to-date we have a \$19K profit which is much better than last year at this time. Total assets on balance sheet up by \$20K which is the \$8K monthly profit and \$10K from portfolio gains. Brought us to a total over 1 million. Cue confetti.

Motion made by Stephen to accept financial report. Seconded by Lisa. Unanimously approved.

Finance Committee Report -

Stephen reminded the board of the plan to move our passive long-term funds to an actively managed fund account. Also move some cash reserves into a money managed account. The Finance Committee met with UBS financial advisor Stephen Hall to discuss strategy. Hall suggested 5 different managers with different strategies and having 40% in fixed income and 60% in equities. The Fin Com plans to meet again to discuss the proposal and then make a recommendation to the board at the next meeting.

Director's Report -

Cindy celebrated Library Week/Library Staff Day with fruit and Maggie sent a thank you note. Annual Report was accepted and submitted to NYS. Outside non-profit organizations would like to use Library property - SSPC for Memorial Day races; Peter Cipriano to show film about Walkability- date tbd. Maggie suggested the policy committee review any policy for outside groups using the Library.

Technology - Cindy shared that all trustees have logged in to new emails and asked that they are checked on a regular basis. Google Drive is being set up. Discussion regarding which technology purchases to be made using grant money. Motion made by Daniela to approve the purchase of 3 desktops and 1 monitor to be used by staff for the total approximate amount of \$3720. Seconded by Lisa. Unanimously approved. AI suggested looking into purchasing Apple product to be used by the public as there might be interest from the public to use the creative software. Cindy will take it under advisement.

Building and Grounds - Cindy met with Nancy and Priscilla shared a seasonal timeline for garden maintenance. Caty is joining the committee. Walkway is in need of repair again. HVAC had spring tune up and will need something replaced. Cindy will share an estimate. Nancy is planning a trustee weeding party coming soon. Large maple tree is being checked out by Vista Tree Service.

Museum Passes- Library Giving Day was a huge success and raised more money than goal. Cindy shared a spreadsheet of passes purchased in the past year and new passes being added and costs. Discussion regarding how to use the substantial money amount donated by a trustee. Elena suggested it be used to invite outside programs from nearby museums/nature centers in a way to bring the “museums to us”. Lisa suggested a thank you to those who participated in Library Giving Day be included in the weekly email blast. New museum pass list will be advertised to the public.

Programs - Cindy shared that there were 75 attendees to view the eclipse on the front lawn of the Library. It was a great communal feeling complete with telescopes and viewing opportunities. Upcoming programs include poetry, citizen’s prep training, estate planning.

Fundraising Committee -

Lisa shared that Library Giving Day has increased in revenue and number of donors over the past 3 years. Kudos to Liz for all her hard work. Lisa and Liz are working on crafting the May appeal letter with a list of potential families. Elena shared upcoming events - Pluck & Rail concert on Saturday, April 13 has sold 67 tickets so far. It will include new wine sponsor - Cask Wines and whiskey tasting by Tracey Eden of Flew the Coupe Cocktails. 50-50 raffle will be part of the evening too. Friday, April 26 will be a joint fundraiser concert with KLSD ArtsAlive. Student acapella groups and the house band Route 121 will be performing. June 14 will be another comedy night with Luz Michele and 5 other comedians. Planning another Trivia Night at the Horse and Hound - date depending on Alex’s availability. Always exploring new fundraising ideas such as flower arranging event. Library swag page being added to website.

Library Fair Committee -

Cindy and Maggie have been conducting interviews. Two candidates rose to the top with one candidate, Nina Andrews, “checking all the boxes” of the job description. Maggie disclosed that Nina is a friend of hers. After discussion, there were no objections from the board with the recommendation by the committee to have Nina Andrews be offered the position. The Fair Coordinator reports directly to Cindy who provides supervision and payment. The board agreed that there is no conflict of interest.

Kathryn Domoto, the Book Chair, has been able to raise almost \$1200 by selling past fair items on eBay.

Nominating Committee -

The draft of the trustee description and application process was circulated to the board. There were no objections or changes offered from the board. Therefore it will be added to the Library website.

Personnel Committee -

Nothing to report.

Policy Committee -

Nothing to report. Alex scheduling a date for a meeting.

Program Committee -

Maggie will reach out to members to schedule a date for a meeting.

Stephen suggested that a Long Range Plan Committee be added to the agenda. Maggie again stressed the importance of all committees to be up and running on a regular basis and meeting their annual goals. Maggie will meet quarterly with committee chairs.

Next meeting is Wednesday, May 8th at 7pm.

Meeting adjourned at 830pm

Minutes taken by Elena Dunn