

Lewisboro Library Board
March 8, 2023 Meeting Minutes

Board members present: Lisa Capobianco, Jennifer Cayea, Elena Dunn, Daniela Infield, Maggie Liegey, Priscilla Luckow, Andrew Tedder, Stephen Unterhalter, Will Winston

Board members absent: Alex Grigor, George Lasota, Tracy Nichols

Others present: Cindy Rubino – Library Director, Mary Shah – Town Board liaison

Called to order at 7:31pm

Approval of February 2023 minutes

Motion by Andy. Seconded by Elena. Approved unanimously.

Public Comment

Mary Shah thanked the Trustees for considering fiscal sponsorship of Juneteenth, but we will not be proceeding.

President's Report

Jenn and Cindy have been meeting weekly. They had a preliminary Library Fair meeting with Julie McCaffrey, and she'll present at the April Board meeting. The library has been approached by a number of organizations about sponsoring groups and events and we're having internal discussions about developing a policy to guide these partnerships and collaborations going forward.

Jenn asked each Board Committee to convene to establish a more official set of responsibilities, procedures and goals for 2023. Cindy will reach out to Committee Chairs to schedule this time. Jenn will also be exploring the creation of a Program Committee and will host a zoom for any who are interested in crafting the focus of the Committee.

All members of the Board are required to complete Sexual Harassment Prevention Training, and we've imposed a deadline of June 2023.

Treasurer's Report

Motion to add a resolution electing Stephen as treasurer: Jenn. Seconded by Maggie. Approved Unanimously.

Motion to replace Stephen as an authorized signatory for the library's financial accounts by Will. Seconded by Daniela. Approved Unanimously.

Stephen may consolidate some of the smaller value line items on the budget to simplify the overall structure. He wants the Board to consider opening another capital fund where we can allocate money each year to build up a reserve that is specifically for capital improvements, maintenance, and emergency needs. The Board discussed moving some additional funds to our investment account. We will try to get our investment manager at UBS, Stephen Hall, to present an update to the Board soon.

Director's Report

Cindy completed the 2022 NYS Annual Report and circulated to the Board, with Jenn and Stephen reviewing it in greater detail. It must be submitted by March 15th. The Winter Appeal has done very well and we're grateful to the 262 people who donated since November 2022. Cindy is waiting for a few trustees to complete their Conflict of Interest forms. Cindy also reminded the Board of their 2 hours of required education. Priscilla and Cindy, on behalf of the Buildings & Grounds Committee, will be speaking to a mason about the deteriorating walkways.

The Library hosted the Volunteer Fair on March 4th, and it was the most successful day to date, special kudos to Liz for executing such a fabulous day and to Elena for bringing in some new groups this year. Upcoming programs include NYS Citizen Disaster Preparedness, a virtual author talk, and a return of the Film in the Afternoon series.

Fundraising Committee

Library Giving Day is on April 4, and we should explore fundraising for a specific need like museum passes. The Pluck & Rail Concert on March 11 is sold out with 80 tickets, raising about \$2,000 for the library. The collaborative poster fundraiser with the Lewisboro Playground Committee is in the design phase. Publicity for the Historic Hamlet Hunt on May 7 will begin in the couple of weeks, and we are hoping for 125 cars to participate

New Business

Maggie requested that the Policy Committee add a disaster preparedness plan to their priorities for 2023.

Next Library Board meeting is April 12, 2023
Meeting adjourned 9:06pm.