

Lewisboro Library Board Meeting Minutes May 8, 2024

Trustees Present - Maggie Liegey, Elena Dunn, Stephen Unterhalter, Alex Grigor, Caty Koehl, Daniela Infield, Al Pezone, Nancy Hoffman, Ronnie Thompson, Tracy Nichols

Trustees Absent - Lisa Capobianco, Will Winston

Others - Cindy Rubino

Meeting called to order at 7:08pm

Approval of Minutes - Motion by Al. Second by Tracy. Unanimously approved.

President's Report -

Maggie reminded the board to complete their trustee education hours. The internal board survey is just about complete, and results will be shared at the next meeting. Trustees should get in the habit of checking their library emails on a regular basis and maintain library communication in one location. Maggie has completed one on one meetings with all committee chairs and will be scheduling a Programs Committee meeting soon.

Treasurer's Report -

Stephen reported that the library had another good month with positive revenues due to fundraising. Net increases about 9k higher than previous month. Year to date net income is \$37k due to the Town payment increase and fundraising increase. Some expenses saved in building repairs and utilities. The values of our assets only went up \$2k due to loss in our portfolio. Motion made by Stephen to accept treasurer's report. Seconded by Daniela. Unanimously approved.

Finance Committee -

Stephen reported on the memorandum sent to the board regarding transferring funds from short-term to long-term investments. Stephen Hall of UBS will make recommendations to the finance committee to be in accordance with the Library's Investment Guidelines - funds will be invested 60% in equities and 40% in fixed income securities. Stephen motioned the resolution that the board votes to approve the transfer of funds for the purpose outlined in the memorandum. Seconded by Tracy. Unanimously approved.

Director's Report -

Cindy shared that she plans to meet with Tony and the new comptroller to discuss changing our budget to match the fiscal year. The Auditing firm would like to start the review in June. Sherrie Sue to reorganize files.

Three staff computers and one monitor were purchased. Sam Dodge to install. Mason to work on the walkway and install new bricks. Discussion regarding apple tree and maple tree.

JJHS interns are working 25 hours per week.

Outreach events - Memorial Day races by SSPC. Playground anniversary party May 31. New neighbors event on Sunday June 2. Pride in the Park is June 22 from 2-5pm. Marie and Jane have visited with Country Children's Center and the John Jay Middle School respectively. Library Giving Day raised \$10k. 6 new passes now included. Extra money to be used for Family Fun programs like "All about Chicks". Adult programs (Writer's Group, LVAC, Estate Planning, Cutting the Cord) are successful and Cindy has received compliments from community members. Teen programs include bracelet making, Rising 6th graders Welcome Party, and Cupcake Wars.

Discussion regarding the definition of partnership and how best the Library can collaborate with and support the various local community groups from Lewisboro and neighboring towns.

Building and Grounds -

Nancy reported that she will reach out to other libraries to ask how they handle RFP process for building maintenance. Cindy to ask Sabas to do some clean-up work. Need to figure out when Gary Page or Copia come to work in gardens. There will be an upcoming day of weeding in June or July.

Fundraising Committee -

The May appeal letter featuring the Mango family will be mailed soon. Comedy night will be June 14. The Horse and Hound will provide nibbles and will host a buffet after-party. Tickets are \$40 and include refreshments. Wine will be provided by Lewisboro Celebrates Pride. Future Trivia dates are being considered. Caty shared that Taconah Cantina in Goldens Bridge may be another good location. Library swag page is now part of the website.

Library Fair Committee -

Cindy has met Nina Andrews. There will be a Library Fair meeting for Fair Chairs on May 16th at 7pm. Silent Auction will again be managed by library board trustees. Nina will attend the June board meeting.

Nominating Committee -

Trustee application and expectations are now on the website.

Policy Committee -

Nancy reported on a very productive meeting. Tackling both internal and external policies. First read of Whistleblower policy. Discussion regarding "suggested reporting vs required reporting". The policy will be brought to the June meeting for vote to adopt. Privacy policy with a few edits will also come to board in June. Creating an employee handbook will be a big job and money will be budgeted for it in 2025.

Programs Committee -

Coming soon.

Old Business -

Waiting on quote for LED lighting.

Meeting adjourned at 850 pm

Minutes taken by Elena Dunn