

## Lewisboro Library Board Meeting Minutes June 12, 2024

Trustees Present - Maggie Liegey, Lisa Capobianco, Elena Dunn, Stephen Unterhalter, Alex Grigor, Caty Koehl, Daniela Infield, Will Winston, Nancy Hoffman, Ronnie Thompson, Stacy Duffy

Trustees Absent - Tracy Nichols, Al Pezone

Others - Cindy Rubino, Nina Andrews

Meeting called to order at 7:04pm

Approval of Minutes - Motion by Stephen. Second by Ronnie. Unanimously approved.

### **Library Fair Coordinator's Report -**

Nina shared that the online volunteer sign up will be shared soon with the hopes that ALL volunteers for the Library Fair are captured in this digital format. Nina met with Nicole and did a site visit of Onatru. Nina proposes moving activities back to the main lawn area instead of using the community garden space below. Social media posts will be coming out later this month to be shared by trustees. Discussion regarding trustees soliciting items for silent auction. Nina and Maggie to develop structured language to use while soliciting auction items and/or sponsorships. Discussion regarding a less expensive food option- perhaps Lily's Deli? Thank you, Nina!

### **President's Report -**

Maggie has completed one-on-one meetings with committee chairs. Meetings went well and committees are bringing things up to speed. Maggie recognizes that Personnel and Policy committees have full plates and are progressing. The internal board survey is just about complete, and results will be shared before the next full board meeting. The Nominating Committee will discuss how best to utilize this info gathered.

### **Treasurer's Report -**

Stephen shared the monthly financial report explaining the second month in 2024 where we've lost money. He explained this was driven by monthly doldrums. There were no fundraising events in May making us below for the month but \$16k above the budget. There were uneven payroll expenses last month due to 3 payrolls. Year to date we are up \$21k. Stephen asked for a motion to approve the treasurer's report. Motioned by Daniela. Will seconded. Unanimously approved.

### **Finance Committee -**

Stephen will be meeting with Stephen Hall of UBS about transferring funds. Discussion continues about changing our fiscal year. Library met with Town to discuss. Cindy to follow up. Maggie to speak with auditors and other non-profits. Discussion regarding joint fundraiser with the Playground Improvement Committee who is closing up their company. Motion made by Will

to disperse \$3600 for production of posters to the Playground Improvement Committee. Seconded by Ronnie. Unanimously approved. This will leave the library with a shortage of - \$698.92 for that fundraising project which will be made up by future poster sales. Motion made by Nancy to approve opening an additional \$25k CD at Chase for 9 months at 4.25%. Seconded by Daniela. Unanimously approved. Stephen is asking Sherrie Sue to report on what percent of the general funds is restricted.

### **Director's Report -**

Cindy reported that the audit review will begin on June 24 and the bookkeeper has begun gathering information needed. Backroom computers have been installed along with new software. Discussion regarding using balance of grant money to replace children's computers. Jackson and Lewis law firm asking Westchester libraries for collective bargaining agreement. Association libraries are not subject to FOIL requests under the FOIL law. However, Cindy did reply to Jackson and Lewis that we are not unionized and have no collective bargaining agreement. Discussion regarding sharing balance sheet with town- not required by law. Bluestone walkway is in need of further repair. Motion made by Lisa to approve spending up to \$5k for repair work. Seconded by Stephen. Unanimously approved. Motion made by Daniela to approve spending of up to \$600 to ARCO for spot cleaning furniture on June 19. Seconded by Will. Unanimously approved.

Cindy reported on various outreach events: New Residents, Legislative Breakfast, JJMS, Pride in the Park. Library programs include Bear Talk, 1000 Books before Kindergarten, Cupcake Wars, Summer Reading.

### **Fundraising Committee -**

Lisa reported on the spring annual appeal with a reminder follow up email. \$7200 raised with 54 donors. Cindy reported an additional \$1k+ recently received. Tracy will be writing handwritten thank you notes to the larger donors. Upcoming events include Comedy Night on Friday June 14. Tickets are sold out at \$40 each. Refreshment sponsors include Horse and Hound, Lily's Deli and Lewisboro Celebrates Pride.

Traveling Trivia dates are being considered for the fall with the hopes to include various locations around Lewisboro. Possible concert in late November. Discussion with Trent Dawson from Katonah Classic Stage regarding performance or a reading in the Library. Stephen to explore local Moth type of event. Caty is working with Maureen Koehl on "Wine and Spirits" ghost story event. Lisa will draft an email to reach out to local realtors to sell posters.

### **Nominating Committee -**

The trustee application and information are now on the library website. The NomCom will be checking in with trustees as they reach milestones to gauge feelings on their service as board members. Discussion regarding adding a student non-voting board member. Rubric and formalized process is being developed to evaluate interested candidates.

### **Policy Committee -**

Nancy shared the finalized version of Whistleblower Policy. Motion to approve whistleblower policy made by Daniela. Seconded by Maggie. Unanimously approved.

Privacy Policy has been updated to current links. Motion to repass the Privacy Policy made by Stacy. Seconded by Daniela. Unanimously approved.

Discussion regarding religious/political groups asking to book meeting rooms in libraries. Policy committee to develop policy regarding this.

**Programs Committee -**

Stacy to reach out and set up meeting.

**Old Business-**

Scholarship development is on hold.

**New Business-**

Cindy proposes to hire gardener to help maintain gardens.

**Next Library Board Meeting: Wednesday, July 10, 2024**

Minutes taken by Elena Dunn