

## Lewisboro Library Board Meeting Minutes

August 14, 2024

Trustees Present - Maggie Liegey, Lisa Capobianco, Elena Dunn, Stephen Unterhalter, Daniela Infield, Nancy Hoffman, Ronnie Thompson, Stacy Duffy

Trustees Absent - Tracy Nichols, Caty Koehl, Will Winston, Al Pezone, Alex Gregor

Others - Cindy Rubino, Nina Andrews

Meeting called to order at 7:09pm

Approval of Minutes - Motion by Nancy. Second by Stacy. Unanimously approved.

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

Nina reported on the first donation day which had a steady stream of good donations. Next two Saturdays for donations. Road signs are going up soon - trustees asked to place signs on roads. Chloe Winter will be the chair for Kid Zone. Discussion pros and cons for having a fee for a children's zone with a bracelet for activities. Salem Liquor will be donating two cases of wine for the beer tent. Deadline for sponsor banner is August 30. Discussion regarding t-shirts for trustees. Raffle money is coming in. Speakers will be added to the back of Onatru to help with announcements. Nina to schedule another Fair meeting.

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

Maggie reported on having a board evaluation which is recommended in the Trustee Handbook. Survey will be drafted and reviewed by the Nominating Committee.

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

Stephen reported a decent month. Money is still coming in from sales of books from last year's fair thanks to Kathryn. Sponsorship money for this year's fair was also received. Expenses for office supplies and fair tents rentals offsets the income. Year-to-date net income of \$17k greater with a \$66k positive swing.

Nancy moved to accept the monthly finance report. Seconded by Lisa. Unanimously approved.

### **Finance Committee -**

During the July 7 meeting of the Finance Committee, it was decided to not transfer the index funds to actively managed funds just yet due to volatility in the market. The topic of changing the year-end is still in discussion.

### **Director's Report**

Cindy shared that the audit review is complete and was reviewed by Stephen and Maggie. A chart was distributed showing a 14.5% increase in circulation for the year-to-date. A motion made by Maggie and seconded by Daniela was unanimously approved to adopt Cindy's recommendation to reinstate automatic renewals. This will allow patrons to keep library materials for one more borrowing period if loan is eligible. 26 of the 38 libraries offer automatic renewal. Discussion regarding fines for overdue children's books. Stephen motioned to eliminate fines for juvenile materials. Seconded by Nancy. Unanimously approved. Discussion about using social media to spread this exciting news!

Cindy ordered a 5G hotspot and will test the coverage at Onatru. The generator for the library has been tested. HVAC repaired and doors serviced.

The program calendar is filling up including family fun Saturdays. Phone photography class was full and Tony Goncalves is scheduled to do a program about Portugal.

### **Fundraising Committee**

Lisa reported that the spring appeal has raised \$41,500 from 94 donors, which includes a generous donation of \$25k from Diane Brownstone. Year-to-date we have raised about \$77k.

Upcoming events include more trivia nights, a jazz concert on November 22, and a wreath-making program in December. Will has been working on a presentation with a social media plan. Westport Library is a good model to use. Lisa created a template to use for outreach to realtors to sell library posters. Trustees are asked to reach out to at least one realtor to help sell posters.

### **Nominating Committee**

Survey was reviewed and “gaps” were located. Discussion regarding town groups and organizations to recruit new board members.

### **Personnel Committee**

Nothing to report

### **Policy Committee**

Nancy reported that an Event/Room Use Policy will be drafted by Nancy and Caty and shared at the next board meeting.

### **Programs Committee**

Stacy reported the completion of the patron/public survey. It was reviewed by the staff. It will be shared with the public via email and QR code on the website. Goal is to get it circulated before the Fair. The Program's budget will be next on the committee's agenda.

### **Old Business**

The Employee Handbook should be handled by the Personnel Committee.

### **New Business**

Brief discussion about using the first 30 minutes of monthly board meetings for committee meetings.

Meeting adjourned at 8:57pm

Minutes taken by Elena Dunn