

Lewisboro Library Board Meeting Minutes - **Draft**
October 9, 2024

Trustees Present - Maggie Liegey, Stephen Unterhalter, Elena Dunn, Daniela Infield, Nancy Hoffman, Will Winston, Caty Koehl, Alex Gregor, Stacy Duffy (on phone), Tracy Nichols

Trustees Absent - Ronnie Thompson, Al Pezone, Lisa Capobianco

Others - Cindy Rubino, Nina Andrews, Mary Shah, Peter McAndrew (interested candidate)

Meeting called to order at 7:31pm

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

Library Fair Coordinator's Report -

Nina reported that the fair was a great success partly due to the great weather. Cindy will contact Parks and Rec to reserve the date for next year's fair for Saturday, September 20th. Nina discussed aspects of the fair to be reworked for next year. Date for volunteer thank you party is tentatively set for Sunday, November 3rd.

President's Report -

Maggie shared a first draft of community agreements and asked board members to review in order for us to create our own guidelines for efficient meetings. The detailed Board Evaluation has been drafted and reviewed by Nom Com and will be emailed to each board member. Maggie asked members to find time to reflect and answer questions thoughtfully.

Treasurer's Report -

Stephen reported that we made \$30k last month mainly due to income from the Fair. Expenses from Fair are still being paid. Insurance payment and audit costs were large single expenses. YTD we made \$66k. Higher town support income was offset by higher staff salaries. Savings at Chase are up by \$5k. Plan to move money to equity funds later in the year. Motion to approve Treasurer's report made by Will. Seconded by Daniela. Unanimously approved.

Finance Committee -

\$150k moved from short-term money market to long term bonds. Drafting of 2025 Budget - asking Town for 13.85% increase. Cindy discussed various increases for programming, legal & accounting, books & media, salary, return to past operating hours, and a new staff position and software for fundraising. Caty will look at insurance policies to determine if that budgeted expense should be increased. Motion to adopt Draft 2025 Budget made by Nancy. Seconded by Caty. Unanimously approved on the condition insurance line be looked at again.

Director's Report -

Cindy reported that automatic renewal has been well received by library patrons. WLS service agreement cost is increasing by 3%. Library website needs to be tweaked. Discussion about

purchasing security cameras to put on doors. Gardens being worked on by Sabas and Copia to replace shrubs. Cindy is interviewing 3 people for clerk replacement. Tony Goncalves doing a Portugal travelog program on Sunday, November 24 at 3pm.

Fundraising Committee -

Volunteer sign up sheet circulated to help with upcoming events - Trivia Nights, Jazz concert on November 22, and wreath making on December 5th. Fall appeal letter features Maureen Koehl and will be mailed to the community the week of October 21. New fundraising software, Bloomerang, has been researched and is recommended to be purchased. Will has edited videos of Fair and has sent to Nina.

Nominating Committee -

Peter McAndrew is in attendance and is interested in joining the board. A meeting with members of Nom Com will meet with him later in the month.

Personnel Committee -

Still looking for a board member to chair the committee. The main goal for the committee is to create an employee handbook. Caty created a rough draft of a handbook as an outline to start the process. Cindy will put together an evaluation sheet to use for staff.

Policy Committee -

Alex has received the draft of the employee handbook.

Programs Committee -

Stacy is making final edits on the patron survey. It will be advertised on the library website as well as with flyers.

New Business -

Will inquired about small playgroups on library grounds.

Next meeting is November 13, 2024 at 7pm

Meeting adjourned at 9:07pm

Minutes taken by Elena Dunn