

## Lewisboro Library Board Meeting Minutes September 11, 2024

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

Trustees Absent - Tracy Nichols, Ronnie Thompson, Al Pezone

Others - Cindy Rubino, Nina Andrews

Meeting called to order at 7:09pm

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

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

Nina reported that Copia has generously donated the use of their big tent which will be set up in the Kid's Zone. Nancy is heading up the Silent Auction. Wednesday, September 18th will be a pre-sale for anyone who has volunteered for the fair. \$6000 in sponsorship money. Maureen Koehl is looking for people who might like to display their "weird produce". Looking for volunteers to be dunked. Looking for more baked goods.

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

Maggie thanked Nina for all the great work as fair coordinator. Maggie expressed that we, as trustees, have the ability to make the board work as we see fit keeping in mind members' level of availability and commitment level. Board evaluation can be looked at again. Lisa remarked the current schedule is not set in stone and we can do things differently.

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

Stephen reported that the library had a decent month. Income from Gifts & Contributions and Library Fair offset the expense of Westlynx payment and Fair purchases. Overall profit for the month \$3k. Increase total for securities approximately \$14.5k. Motion made by Daniela to accept the Treasurer's report. Seconded by Will. Unanimously approved.

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

Cindy reported that the \$50k CD is maturing on Monday and it will be rolled over for 9 months. Motion to approve this roll over made by Caty. Seconded by Lisa. Unanimously approved. The liability insurance for the library is being renewed and the price will increase substantially. WLS service level agreement will be signed with a cost increase of 4.74%. Motion made to approve service agreement by Stephen. Seconded by Alex. Unanimously approved. Discussion regarding creating an ad hoc tech committee to explore opting out of WLS service agreement in the future if cost effective.

Auto renewal was implemented on September 4th. Elimination of juvenile fines has not been implemented yet due to technicalities of the system. Discussion of other possibilities such as "cover the fees" or "read away your fines". Board feels strongly about the concept and it needs further exploration for implementation. Programs have had a busy summer with successful

Saturday programming. Discussion about Annual Meeting including possible re-vamp and fee for speaker.

**Building and Grounds -**

Sabas trimmed back grasses. Will inquire about fall clean-up. Looking for more quotes for landscapers.

**Fundraising Committee -**

Fall appeal letter will spotlight a community member again. Trivia dates for October, November, and December are almost locked in. November 22 will be a jazz concert featuring Matt Rocchio on bass, Keith Gurland on saxophone, and singer Heather Lackey. December 4 is a special wreath making event for 20 people @ \$125 each. Lisa attended a demonstration of new software and will present it to the board at the next meeting and to include expenses in the 2025 budget.

Will did a social media audit of various libraries. He is impressed with what the Westport Library does and thinks we can emulate it in some fashion to create a more robust social media presence for us. Will plans to collect footage and interviews of board members and staff beginning with the fair. Signage at entrance to fair regarding photographing.

**Nominating Committee-**

Nothing to report.

**Personnel Committee -**

Maggie met with members earlier this evening to discuss the goals and expectations of the committee. Tracy has stepped down as chair, so a new chair is being sought.

**Policy Committee -**

Nothing to report. Meeting next month.

**Programs Committee -**

Stacy reported that the final edits are being made for the patron survey. Hoping to be published online asap. Waiting to gather results before deciding to change library hours.

**New Business -**

Stacy suggested using a board meeting to watch a JEDI training video. Possibly begin meeting time earlier to accommodate.

Meeting adjourned at 8: 58 pm. Next meeting October 9 at 7pm.

Minutes by Elena Dunn