

## Lewisboro Library Board Meeting Minutes November 13, 2024

Trustees Present - Lisa Capobianco, Stephen Unterhalter, Elena Dunn, Daniela Infield, Caty Koehl, Alex Gregor, Stacy Duffy, Tracy Nichols, Maggie Liegey (via Zoom)

Trustees Absent - Ronnie Thompson, Al Pezone, Will Winston, Nancy Hoffman

Others - Cindy Rubino, Mary Shah – town board liaison

Meeting called to order at 7:11 pm

Approval of October Minutes - Motion by Lisa. Second by Daniela. Unanimously approved.

### **President's Report**

Maggie reminded trustees to complete the evaluation form. Discussion regarding editing and adopting Community Agreements. The revised agreements will be printed on the back of meeting agendas for reference. Motion made to adopt these agreements made by Stacy. Seconded by Caty. Unanimously approved. Discussion on scheduling a date in January for board members to watch a webinar on Cultural Competency with Stacy helping to facilitate. Discussion regarding Annual Meeting Honoree suggested by Maggie. Ideas discussed included procedure for nomination, number of honorees over time, and actual acknowledgment. Agreement to have this further discussed by the fundraising committee.

### **Treasurer's Report**

Stephen reported a good month due to increases in gifts and contributions from annual appeal and there were no large expenses like the previous month. Fair had \$8000 in costs that were paid in October. Our profit and loss statement reflects the library being up for the year by 100k due to town support, gifts and contributions, and grant monies. Balance sheet shows an increase of \$22,000 reflecting our profit. There was a loss of \$14000 on long term fixed income. Stephen motioned to accept the treasurer's report. Seconded by Lisa. Unanimously approved.

### **Finance Committee**

Cindy updated the board on the budgeting process and shared the revised budget which reflects a lowered budget by approximately 2% as requested by the town supervisor. Cindy attended a recent town board meeting to answer questions from the council members. Trustees agreed to begin drafting a letter that can be shared to friends and supporters of the library to send to the town board encouraging them to approve the library's requested budget. Stephen led discussion regarding restricted versus non-restricted funds and ideas of what funds can be spent on.

### **Director's Report**

Cindy asked that trustees fill out conflict of interest forms again for this year. Update on personnel issues over the past 6 weeks including health issues and hiring difficulties. Buildings and Grounds updates include a list of electricians, possible handyman, fall clean-up, and

powerwashing. Upcoming programs of note include Portugal travelog and children's puppet theater.

### **Nominating Committee**

Lisa made a motion to approve Peter McAndrew as new trustee. Elena seconded. Unanimously approved. Lisa will reach out to Peter and Cindy will conduct on boarding before the next meeting.

### **Fundraising Committee**

Annual appeal letter went out in October and donations are coming in. The earlier time frame allows for more reminder emails to be sent to the community. Upcoming events include a jazz concert on November 22, wreath making on December 4, and trivia on December 16. Trustees are asked to check shared document to help out with these events.

### **Library Fair Committee**

We had a lovely volunteer party to thank everyone who helped with this year's fair. Numbers are still being totaled, and it was one the most successful fair we have had in the past 10 years.

### **Personnel Committee**

The committee agreed to give Nina Andrews a \$500 bonus and offer her the job of Fair Coordinator for 2025 at \$24 per hour. Staff reviews and evaluations are still being worked on in order to award merit-based bonuses. Raises will be aligned with cost of living increases. Discussion regarding some staff appreciation event or treats. The 2025 Holiday closing dates were approved. Discussion regarding providing programming on school closing holidays in future.

### **Programming Committee**

Stacy shared the updated results from the community survey. These results are for internal use only and can help accelerate the development of staff evaluations as well as program evaluations. Trustees are encouraged to attend programs as well so we do not just rely on survey results. Cindy will work on creating evaluations to implement as soon as possible.

### **New Business**

Stacy asked about the process to evaluate resources such as old worn out books. Discussion regarding "weeding" and who is involved and when it last took place. Alex mentioned having funds available for Cindy to attend ALA or PLA conference in 2025.

Next meeting Wednesday, December 11, 2024

Minutes taken by Elena Dunn