

Lewisboro Library Board Meeting Minutes December 11, 2024

Trustees Present -Maggie Liegey, Stephen Unterhalter, Elena Dunn, Caty Koehl, Alex Gregor, Stacy Duffy, Will Winston, Nancy Hoffman, Peter McAndrew

Trustees Absent - Lisa Capobianco, Daniela Infield, Tracy Nichols

Others - Cindy Rubino

Meeting called to order at 7:10 pm

Approval of November minutes - Motion by Nancy. Second by Caty. Unanimously approved.

President's Report

Maggie shared the board meeting dates for 2025 which includes the Annual Meeting date of Sunday, February 2, 2025. Time to be determined. Maggie reported in an email received about political discussion at the library fair and reminded all to remain bipartisan in our roles as trustees. The trustee workshop will take place in January. Interested trustees are asked to complete a doodle poll to find the best date.

Treasurer's Report

Stephen reported another good month for the Library due to a recent large donation. Smaller donations were down from last month. General fundraising did well due to jazz night and trivia events. Expenses were higher due to three pay periods and 990 filing cost. Balance sheet shows an increase of \$57k in both fixed income and equities.

Motion made by Nancy to accept Treasurer's report. Seconded by Will. Unanimously approved.

Finance Committee

Stephen reported that the Finance Committee has not met recently. Reminder to send Stephen an email with suggestions of how best to use the recent large donation. Discussion around using some of the money to hire a consultant by February 2025 to assist with developing the Long-Range Plan. Motion made by Maggie to form an ad hoc Long Range Strategic Plan committee. Seconded by Stephen. Unanimously passed.

Director's Report

Cindy shared that the Town approved the Library's 2025 budget which shows an increase of 12.66% or \$68,878. Health insurance by NYSHIP rates were significantly lower than budgeted. The Library will also save \$2000 on implementation fees for new fundraising software. Cindy will subsequently adjust the numbers in the 2025 budget to reflect these updates.

Discussion around adding more operating hours for 2025. Cindy is currently working with staff to decide best which weekday to add hours as well as Sunday. Discussion about the results of the town survey showing high interest in both Sunday and weeknight operating hours. Interviews for clerks and librarians are currently taking place and positions are continuing to be advertised.

The board briefly discussed looking at having more full-time staff with benefits versus many part-timers. This will be charged to the Personnel committee to explore. Cindy has full support from the Board to hire and work out scheduling. The Board felt it was best to announce both evening and weekend 2025 operating hours at the same time.

Discussion regarding how to use the remainder of 2024 technology grant from Chris Burdick. Cindy shared the proposal which would fund an additional 5 laptops and an iPad. Motion made by Peter to authorize Cindy to complete the purchases outlined in her proposal. Seconded by Stephen. Unanimously passed.

Buildings and Grounds Committee

Nancy reported on her very detailed tracking sheet on the Coffee Station proposal. This was shared prior to the meeting and is available on Google drive for board members. After Nancy's overview, the Building and Grounds committee does not recommend proceeding with the coffee station due to cost, impact on the environment, and current condition of the sink in the area. The committee is currently getting quotes from plumbers to scope the drain with a camera to assess. Discussion around partnering with a local business, like Lily's, on supplying coffee. Discussion regarding menorah on Library grounds. Cindy shared a letter in reply to Mary and Tony. The board agreed to have a menorah on Library property again this year with stipulations regarding insurance, assembly and removal, and future location be on Town property. The Policy committee charged with drafting a policy of neutral stance for Library indoor and outdoor spaces.

Fundraising Committee

Fall/Holiday appeal showing \$37k in donations. Last year at this time we received \$36k. We have 151 donors this year compared to 116 from last year. Giving Tuesday brought in \$3700. More appeal emails will be sent out before the end of the year. Motion made by Stacy to purchase Bloomerang fundraising software. Seconded by Nancy. Unanimously passed. Upcoming events - Trivia on December 16, 2024. Jay Prince concert on January 10, 2025. Taste of the Town raffle in January 2025.

Library Fair Committee

Nina Andrews received her bonus and accepted the position for 2025 which includes a raise.

Nominating Committee

Al Pezone submitted his letter of resignation citing increased travel and business commitments. Ronnie Thompson submitted her letter of resignation citing family and health issues. Maggie reminded the Board of the Leave of Absence option if needed. Discussion of possibly having a teen member of the Board.

Personnel Committee

Discussion regarding a 3% increase for all staff reflecting an increase in the cost of living. This also matches the Town salary increases. Discussion about holiday bonuses. The board had approved \$6000 for a bonus for Cindy to use for staff and herself at her discretion. Formal job descriptions and evaluations are still being finalized. Holiday party for staff planned.

Prenatal leave wording was added to the personnel family leave policy. Motion made by Nancy to approve an updated version of family leave policy. Seconded by Stacy. Unanimously approved.

Policy Committee

Alex reported that they will be meeting next week. He expressed concern regarding the future of public libraries with the new federal administration in 2025. Information will be sent via email to the board. Discussion regarding budget for legal advice. Finance and Policy committee to discuss.

Program Committee

Annual meeting speaker is almost secured. J. Henry Fair is a photographer and has connections to Lewisboro. Caty has been discussing details with him. The program survey results are in, and we heard from 324 members of the community. The results are on trustee drive for review.

New Business

Cindy shared that Library clean up day is scheduled for Tuesday January 14, 2025. Volunteers can help as manpower so staff can be used for decision making.

Next meeting is Wednesday January 8, 2025, at 7pm

Minutes taken by Elena Dunn