

Lewisboro Library Board
Meeting Minutes
February 12, 2025

Trustees present: Maggie Liegey, Lisa Capobianco, Stephen Unterhalter, Elena Dunn, Daniela Infield, Caty Koehl, Nancy Hoffman, Peter McAndrew

Trustees on Zoom: Tracy Nichols

Trustees not present: Alex Grigor, Will Winston, Stacy Duffy

Others present: Cindy Rubino

Meeting called to order- 7:06 pm

Approval of January 2025 minutes - Motion made by Peter. Seconded by Caty. Unanimously approved.

Committee Reports

Building and Grounds - Nancy shared committee goal setting and survey results triage. Committee is developing a facility plan to allow for better budgeting for future repairs.

*Motion made by Lisa to authorize B&G to accept the most appropriate bid to repair or replace one roof mounted heat pump unit in an amount not to exceed \$22,500, and to authorize B&G to accept the most appropriate bid to perform electrical work as described in B&G report in an amount not to exceed \$25,000. Seconded by Peter. Unanimously approved.

Fundraising - Lisa reported the Taste of Town Raffle brought in \$5085. Liz and Lisa are processing the data in the new Bloomerang database. It will go live in March. Job description has been posted for

part-time fundraising employee. Discussion regarding privacy and security of new database.

2025 goals include implementing the new database, organizing volunteer lists, creating annual report, revamping website.

Upcoming events include:

Trivia at Taconah Cantina on Feb 27. Sold out.

Katonah Classic Stage play Friday, March 21. 10 tickets sold so far.

Spring Trivia at Hound - dates TBD

Pluck and Rail concert (?) - Saturday, May 3.

Comedy Show - Friday, June 13.

Susan Sed band - Friday November 21.

Library Fair - Cindy and Maggie will meet with Nina tomorrow to prepare for the all hands volunteer meeting in March. The 2024 revenue numbers were the highest in the past 10 years.

Personnel - Maggie reported that the committee supported Cindy with development and implementation of separation agreement which resulted in separation with an employee. The committee's 2025 goals include revising employee handbook in order to include HR consultants later in the year, evaluating compensation and benefits, and reviewing job descriptions for current and open positions.

Policy - Caty is now leading this committee and 2025 goals include reviewing and updating existing policies and determining new policies needed. Added to the policies will be proper use of Zoom for meetings.

Programs - Caty reported that Henry Fair enjoyed his time as annual meeting speaker. Nancy suggested the Library display his work.

Finance - Stephen shared that the committee did not meet in January but has met twice in February. The committee has made the decision to not change the fiscal year which was a goal for 2024. It was determined that our investments do not match our investment policy. This will be remedied by moving about \$55k. The committee will be

meeting with Steven Hall of UBS next week. Management controls suggested by 2023 audit are being reviewed. 2025 goals are being created.

President's Report

Shared from Maggie's report in February's Board Book:

- Thanks to those who attended trustee workshop on January 27. Next steps will be shared by Stacy.
- Committees are to finalize 2025 goals by February 28 to be shared for March meeting.
- Annual evaluation of the Library director was completed.
- Thank you Caty for securing an annual speaker and Stacy for providing refreshments.
- Thank you to Nancy for joining the LRSP committee.
- Sustainability issue has been adopted by B&G committee.

Director's Report

Shared from Cindy's report in February's Board Book:

- New Neighbors event is Sunday Feb 23 from 4-6pm. Looking for trustees to attend.
- Discussion regarding having Library budget to be publicly available on website.
- Working on NYS Annual Report. Board to approve in March.
- Children's librarian was terminated and a severance package offered.
- Two part time employees were hired.
- Three job postings: Marketing, Teen Librarian, Children's Librarian.
- HVAC issue being addressed by B&G.
- New WLS app is live.
- Volunteer Fair is March 1 from 11-1pm. Trustee presence needed.
- Programming for Children's Room is a work in progress.

Treasurer's Report

Stephen reported the Library had a good month with revenues exceeding expenses by \$33,600 due to increases in Town funding, Gifts and Contributions, and a NYS grant. Total expenses for the month were decreased by \$1000.

Motion made by Peter to accept Treasurer's report. Seconded by Daniela. Unanimously approved.

Next meeting is March 12, 2025 at 7pm

Meeting adjourned at 8:21pm

Minutes taken by Elena Dunn