

Lewisboro Library Board Meeting Minutes March 12, 2025

Trustees Present: Lisa Capobianco, Stacy Duffy, Daniela Infield, Alex Grigor, Nancy Hoffman, Cathy Koehl, Maggie Liegey, Peter McAndrew, Stephen Unterhalter, Will Winston

Trustees Absent: Elena Dunn

On Zoom: Tracy Nichols

Others: Kempton Mooney, Cindy Rubino

Meeting called to order at 7:03pm. Public Comment: Kempton introduced himself. Mary said she has a neighbor who filled out the volunteer form a few months ago.

Approval of February minutes - Motion by Nancy. Seconded by Alex. Unanimously approved.

Buildings & Grounds Committee

The Committee has been exploring giving the Children's Room a mini refresh in response to survey results. The Board packet included a high level outline of the plan and action items. Nancy made a motion to spend up to \$7,500 for improvements to Children's Room including adding/replacing furniture there and in the teen zone. Stacy seconded. Unanimously approved. The committee discussed growing our "Library of Things" and the Board agreed, given the survey response, that it's something we can consider.

Fundraising & Marketing Committee

Trivia at Taconah Cantina was a huge success. Upcoming events include March and April trivia at The Horse and Hound as well as the production by Katonah Classic Stage on March 31. Implementation of the new CRM software, Bloomberang, is in progress. The committee is planning to develop a short Annual Report of our accomplishments and activities from 2024.

Library Fair Committee

The Fair Coordinator is still awaiting response from some of the Fair Chairs for the kickoff meeting in March. We are looking for a new Chair for Children's Books.

Long-Range Strategic Plan Committee

The committee reached out to more than a dozen consultants, spoke with ~10, though not everyone joined for every call, and received six quotes, all of which were within our budget. The committee was invigorated and excited by the process.

Nominating Committee

Committee composed language for an email blast that will go specifically to donors, inviting them to consider joining the board and are going to develop a "Meet the Trustee" video series for social media. Continuing check-ins with trustees approaching the end of their terms. Committee is thinking about succession planning for the executive positions. A new goal for 2025 is to develop some talking points for trustees.

Personnel Committee

The committee continues to work on the personnel/employee handbook and is making steady progress. The library currently has two vacancies: a full-time children's librarian and part-time teen librarian. The board asked if we could exchange a roster with photos between the board and staff so the two groups could recognize and get to know each other.

Policy Committee

Another meeting is needed and the committee is prioritizing the list of policies for review.

Programs Committee

The committee will meet on March 24th to discuss goals for 2025, review a program evaluation Cindy put forward, and talk about programming needs. We're finding a lot of success with the children's programs and it's arduous to maintain the children's room without a children's librarian. The board would be happy to allocate more resources to ensure these offerings can continue without too much burden on the staff.

Finance Committee

Stephen shared that the committee met with the library's financial advisor to discuss and rebalance the portfolio to ensure compliance. Considering a third fund for maintenance capital expenditures. Peter volunteered to revise our financial policies which the committee acknowledges it is time to do. Reviewing the implementation of the management controls suggested by the auditors. The Financial Advisor will make a report to the full board soon.

Director's Report

Alex motioned to approve the NYS Annual Report that was shared in the Board packet, seconded by Will. Approved unanimously. Discussion around continued challenges on staffing. We are getting close to decisions on the HVAC and lighting work that needs to be done. Cindy will be giving a report on materials and borrowing. ALA conference in Philly June 27-June 30.

Treasurer's Report

Stephen reported that it was not a great month, primarily because some line items like gifts and contributions and general fundraising, are averaged over the year but are more seasonal in nature, and we have had hiring and personnel costs that will likely balance out due to the ongoing vacancies. For the year-to-date we are slightly ahead of our revenue projections. Our balance sheet is down this month, reflecting the current operating deficit. Peter motioned to approve the Treasurer's Report, Nancy seconded. Approved unanimously.

Next Meeting is Wednesday, April 9, 2025

Meeting adjourned at 8:57pm

Minutes taken by Maggie Liegey