

Lewisboro Library Board Meeting Minutes April 9, 2025

Trustees Present -Maggie Liegey, Stephen Unterhalter, Elena Dunn, Lisa Capobianco, Daniela Infield, Tracy Nichols, Caty Koehl, Alex Gregor., Nancy Hoffman, Will Winston (zoom), Peter McAndrew (zoom)

Trustees Absent - Stacy Duffy

Others - Cindy Rubino, Rebecca McMahon

Meeting called to order at 7:04 pm

Approval of November minutes - Motion by Maggie. Second by Daniela. Unanimously approved.

Buildings and Grounds - Nancy shared an update on power washing quotes obtained by Cindy. Motion made by Stephen to approve the spending of \$1820 to have building power washed. Seconded by Lisa. Unanimously approved.

Discussion regarding refresh of the children's room and the donation from a patron. Waiting to learn the amount of donation. Nancy has been in contact with vendors and is inviting any interested board members to join the refresh team.

Fundraising - Elena shared upcoming events. Trivia night at Hound on April 10 has 40 registered. Pluck and Rail concert on Saturday, May 3rd. Ooni raffle details to come thanks to Peter Rose and Kelloggs and Lawrence. Trustees are reminded to check the circulated spreadsheet to see when and how they can help with these events.

Lisa shared that Library Giving Day received a total of \$3800 from 23 donors. This amount covered the expenses to purchase museum passes. The Bloomerang software will be online in May.

Library Fair - Notes reported from recent Fair meeting included discussion regarding adding afternoon hours for donation days. The board agreed that this would be a good idea. Discussion around offering hot air balloon rides. The board liked the idea and would be interested in learning more about when to offer rides. The board agreed to investing in purchasing better shelving units to use for book sale and to help organize the book barn.

Nominating - An interested candidate, Kempton Mooney, will be interviewed by the committee next week.

Tracy Nichols is resigning from the board in order to streamline her many commitments to family, business, and other volunteer work.

Policy - Nothing to report

Programs - Cindy shared a program evaluation that was revised and adapted to suit the library's needs. Liz and Cindy will revise and share at the next committee meeting. Cindy shared

another successful Emergency Preparedness program which had 42 attendees. Guest readers for Children's Room include Miss Dorothy (Cafran) and Miss Nancy (Hoffman).

Finance - Stephen reported on the decision to make check signing less burdensome. Motion to approve requiring more than one signature for any single checks over \$1,000 or checks to the same account that aggregates to \$1,000. Motion made by Nancy, seconded by Caty. Unanimously approved.

The committee decided to move funds from Chase to UBS, and Cindy moved \$100k. Decision made that only the director can move money from UBS, and transfers can only go to the Chase account. Any time money moves from UBS, the President and Treasurer have to receive notification. This protocol will be included in the finance policy manual. Discussions continue on implementing auditor's recommendations and guidelines to how best to use funds to cover shortfalls.

President's Report - Maggie shared the search for LRSP consultant resulted in one being chosen and email just sent by Cindy. Maggie will circulate the consultant's proposal to the board. Maggie reviewed and reminded us of our community agreements specifically focusing on "assume best intent, but attend to impact".

Director's Report - Cindy reported that the HVAC was repaired and thanked Peter for his expertise. Nancy thanked Cindy for her hard work on this project which resulted in repairs being made well under the budgeted amount. Cindy shared that she will be offering the position of Children's Librarian to a candidate tomorrow. A wider job search was necessary and cost additional funds. Casey is somewhat interested in stepping into the Teen Librarian role. Many trustees sang Casey's praises. Conflict of interest forms were circulated to the board. Discussion about the AWE computers in the Children's Room and the need for replacement. Motion made by Lisa and seconded by Caty to purchase new units in the amount of \$6650. Unanimously approved.

Treasurer's Report - Stephen reported that the library had a reasonable month where revenues exceed expenses. Much of this is due to savings related to salaries and benefits due to lower staffing. Funds used for job recruitment advertising will be re-coded to the office expense line. Building repairs and high utility costs were worth noting this month. Year-to-date has the library on target mainly due to receiving a \$10,800 grant. Both liquid assets and equity show a decline. The decline in Chase account reflects the movement of \$100K to UBS account. Motion made by Stephen to accept the treasurer's report. Seconded by Nancy. Unanimously approved.

Old Business - Discussion about whether or not to eliminate fines and fees. Cindy would like the board to revisit this in the future.

New Business - Caty asked if there might be any interest in having a staff member take a test to become a notary. Board agreed that this would be a great service for the library to offer. Cindy will ask staff if anyone is interested.

Discussion around how federal funding impacts state, county, and local funding for libraries. Cindy shared NYLA and ALA are good resources to stay informed on current issues. Cindy will be attending the ALA meeting in Philadelphia in June. Stephen expressed interest as well. Alex reported on local real estate possibilities that may be of interest to the library.

Meeting adjourned at 8:51 pm

Next board meeting May 14, 2025 at 7pm

Minutes taken by Elena Dunn