

Lewisboro Library Board Meeting Minutes May 14, 2025

Trustees Present: Maggie Liegey, Lisa Capobianco, Elena Dunn, Stacy Duffy, Daniela Infield, Alex Grigor, Nancy Hoffman, Caty Koehl, Peter McAndrew, Stephen Unterhalter

Trustees Not Present: Will Winston

On Zoom: Alex Gregor, Mary Shah

Others: Cindy Rubino

Meeting called to order at 7:06 pm.

Approval of April minutes - Motion by Peter. Seconded by Nancy. Unanimously approved.

Library Fair Committee - Nina reviewed details on tethered balloon ride choices. Board agreed to have Nina pursue adding this feature to pre-sale evenings. Possible \$500-\$1000 non refundable deposit. Possible sponsorship opportunity to cover deposit.

Nancy will circulate a spreadsheet for silent auction items. Board members should look at list and pick items to acquire. Talking points for solicitation of donations and sponsors will be shared on Board drive..

Nominating Committee - Lisa made a motion to approve nomination of Kempton Mooney to the Board. Seconded by Peter. Unanimously approved.

Lisa made a motion to approve nomination of Rebecca McMahon to the Board. Seconded by Daniela. Unanimously approved. These new members will serve out the terms of Ronnie and Al. Lisa asked for Board volunteers to be present at upcoming community events: New Neighbors (Peter, Elena), Juneteenth (Caty), Pride (Caty, Cindy) in order to provide outreach and share information about the Library and its Board.

Policy Committee - Caty shared that members of the committee have been tasked with reviewing four policies each and will report back.

Programs Committee - Maggie shared that the committee spent time discussing the idea of a scholarship opportunity. Members will bring official recommendations to the next committee meeting to further synthesize. Cindy will report at the next meeting with an update on the program evaluation tool. The committee discussed the benefit of having staff join meetings in the future in order to brainstorm and report back on good work.

Finance Committee - Stephen shared that the committee discussed the library's cyber security practices and policies including online bank security measures for ACH payments and said the LL has all safeguards in place. This was discussed as an issue brought up in the management control letter from our last full audit. Cindy is looking for ways to maximize the return on the funds we have with Chase banking. Peter is looking into investment policy - we currently have 60% in equity and 40% in debt.

Building and Grounds Committee - Nancy requested board members email her if interested in being involved in children's room and/or magazine room refresh. Nancy also requested board members share any referrals for landscapers to hire for monthly garden maintenance.

Fundraising & Marketing Committee - Elena reported on upcoming events: ArtsAlive fundraising concert Friday, May 16 with JJHS student bands and acapella groups. Set up at 5pm. Trivia at Hound has 45 tickets sold for Thursday, May 15. Comedy Night is Friday, June 13th and trustee sign up sheet will be circulated. The committee has created a board focused social meeting campaign with interviews being filmed in June. An annual report is being created. Former trustee, Peter Rose, will be featured in the spring appeal letter.

President's Report - Maggie shared an update on LRSP. Steering committee meeting will be scheduled with Kelly (consultant) to review phase one. Other board members are invited and encouraged to be involved in the process either in meetings or via written responses to prompts.

Director's Report - Cindy shared that Ally is working out well and busy planning exciting children's programs. Great social media posts. Nancy asked that board members share their support for Ally at these early stages, knowing that it may take some time for programs to gain some steam. Cindy is interviewing a candidate for a teen librarian position. Discussion regarding staffing for evening and Sunday hours. Barbara and Liz are working diligently on the mailing list.

Treasurer's Report - Stephen shared that the library had a good month. Revenues exceed expenses mainly due to savings in salaries and benefits which is a timing issue. YTD revenues are down slightly due to aggressive gifts and contributions. Library fair revenue is part of that fundraising goal. Balance sheet showed an overall increase of \$6k. Nancy motioned to accept the treasurer's report. Seconded by Caty. Unanimously approved.

Old Business - Maggie motioned to approve spending up to \$30K for strategic plan development. Seconded by Peter. Unanimously approved.

Meeting adjourned at 8:36pm. Next month's meeting is June 11 at 7pm.

Minutes by Elena Dunn

Lewisboro Library Board
Executive Session Meeting Minutes
May 14, 2025

Motion made by Maggie to open Executive Session. Peter seconded.

Maggie shared concerns brought to her attention regarding overall morale and staff culture. Cindy reflected that it was a tumultuous six months with the loss of three staff members. Discussion around how to be sure we are cultivating a healthy workplace, including seeking outside guidance and consultation. Maggie reported that the personnel committee is making good progress with the employee handbook.

Close of executive session 915pm.