

## Lewisboro Library Board Meeting Minutes

### July 16, 2025

Trustees Present: Lisa Capobianco, Daniela Infield, Nancy Hoffman, Caty Koehl, Maggie Liegey, Peter McAndrew, Rebecca McMahon, Kempton Mooney, Stephen Unterhalter, Will Winston

Trustees Not Present: Stacy Duffy, Elena Dunn, Alex Grigor

Others: Nina Andrews, Cindy Rubino, Barbara Russell

Meeting called to order at 7:04pm.

There was brief discussion around how the roles of trustees in fundraising events was captured in the notes. Approval of June minutes - Motion by Lisa. Seconded by Kempton. Unanimously approved.

Barbara Russell, the new Development Associate introduced herself to the Board and shared that she's been working on the migration to our new donor management software, Bloomerang, as well as the Spring appeal. The Board welcomed Barbara to the team.

### **Committee Reports**

**Policy** - Caty will email everyone as there was some discussion around the handbook and the plan for policies. The Personnel Committee confirmed we are engaging a consultant to finish the handbook and if we're happy with them we could hire her to help with external/public policies.

**Programs** - The committee did not meet this month and will reschedule for July as well as talk about including some members of the staff. More than 60 kids signed up for summer reading and many are excited about Ally, the new Children's Librarian. New teen librarian, Colleen is getting her feet wet and doing great. Peter asked about spacing and capacity for programs.

**Finance** - Met by phone this month. We were looking for the best option for investing our Chase savings account and have decided to move it to a money market fund.

**Buildings & Grounds** - Next meeting is scheduled. We met with Brad and did a walk through and will send him some more information before hearing back with suggestions. The Board encouraged the committee to secure the three quotes outlined in our policy, or at least make a concerted effort knowing that there are not many vendors for library design.

**Library Fair** - Nancy has been doing an amazing job messaging possible sponsors and auction donors. Nina secured two ATMs. The Board feels strongly that we pursue Captain Lawrence becoming the official beer and wine vendor so that we no longer need to secure a permit and be in charge of the refreshment tent. We're still looking for volunteers for donation days, pre-sales, and the day of the event, as well as clean-up. Nina will circulate a doodle to schedule a time for the Board to clean out the Book Barn.

**Fundraising & Marketing** - Barbara and the Bloomerang conversion are doing well. We're seeing a strong response to the Spring Appeal despite the delayed mailing as we are cleaning up the mailing list. We've been working on an Annual Report, which is an opportunity to share information with donors and patrons. In the past we've done a raffle at this time which we've decided not to proceed on this year. We've done four Board interviews for Social Media and Will is editing the content. We have a volunteer who produced two pieces of social media for us and we will discuss if we can do more.

**LRSP, Nominating, Personnel** - n/a

**Director's Report** - Cindy confirmed that worker's comp is paid each payroll and it's audited annually. She reported that ALA was well worth going; she spoke with book sellers who we used to have accounts with and may return to as our current vendor Baker & Taylor has been significantly delayed and Amazon does not meet all of our needs/requires additional work on our end. Cindy is working on getting the LRSP consultant data.

**Treasurer's Report** - Stephen reported that we had a good month with revenue exceeding expenses. We're slightly under projections. Some of the things reflected are the delayed income of the Spring Appeal being late, higher staff costs as we are now fully staffed and some salaries were raised a bit during the hiring process. We are \$2,400 over budget for office expenses, this reflects needing to cover books we buy from Amazon. Balance sheets show our assets are up 2% and Stephen expects some continued turbulence in the market. Motion to accept the Treasurer's Report by Caty. Seconded by Peter. Unanimously Approved.

**Old Business, New Business** - n/a

Meeting adjourned at 8:45 pm

Next Library Board meeting is August 13, 2025 at 7pm

Minutes by Maggie Liegey.