

Lewisboro Library Board Meeting Minutes

June 11, 2025

Trustees Present: Lisa Capobianco, Elena Dunn, Daniela Infield, Nancy Hoffman, Will Winston, Peter McAndrew, Stephen Unterhalter, Kempton Mooney, Rebecca McMahon, Alex Gregor

Trustees Not Present: Maggie Liegey, Caty Koehl, Stacy Duffy

On Zoom: Kelly Linehan

Others: Cindy Rubino

Meeting called to order at 7:08 pm.

Approval of May minutes - Motion by Nancy. Seconded by Stephen. Unanimously approved.

Committee Reports

LRSP - The Board was officially introduced to Kelly Linehan who will be doing the consulting for the development of the Long Range Strategic Plan. With 30 years of library experience, including being a library director, Kelly is excited to work with LL to develop a long range plan which will lay out actionable steps towards “aggressive improvement”. Kelly shared the overall plan which includes data collecting and multiple visits to the Library. Thanks to the LRSP committee for vetting and choosing Kelly as our consultant.

Library Fair - Discussion was had regarding the request made by Nina for the Library to purchase a number of small tents to be used at the fair versus continuing to rent them. Concerns about storage space and volunteer manpower to set up/break down were discussed. The Board requests Nina to provide detailed costs for rental vs purchase. Nancy shared update on silent auction and will be sharing a spreadsheet for trustees to decide which items they will solicit for the fair. Barbara may be able to offer assistance with corporate sponsorships if her schedule allows.

Personnel - Motion was made by Will and seconded by Kempton to officially have the Committee stop the internal process of creating a new employee handbook in favor of contracting Stephanie Cole Adams and her team to complete it at the cost of approximately \$2000. Unanimously approved.

Finance - Stephen reported that the target allocation for investment is still being discussed. Committee is meeting with Larry Johnson of Chase. Each committee is asked to look at past years' expenditures to help develop their budgets for next year.

Building and Grounds - Discussion of B&G to submit multi year cap ex budget to free up Cindy when needing to spend money on building maintenance and repairs. Nancy shared there will be a building walk-thru on Friday at 11 with Brad of Creative Library Design to advise on the

Children's Room refresh project. Cindy to reach out to Diane Brownstone again regarding possible donation. HVAC to be repaired tomorrow.

Fundraising - Spring Appeal letter has been mailed and received. Donations are beginning to come in. Lisa suggested to trustees to ask friends what they thought of the appeal in order to begin a conversation.

Comedy Night fundraiser ticket sales have been steady. Discussion around roles of trustees and comfort level of involvement in fundraisers. Next community outreach opportunity is Saturday, June 21 with Pride in the Park. Cindy and Ally will be tabling.

Nominating - An official welcome to newest board members- Rachel McMahon and Kempton Mooney. Reminder of Board Survey coming soon to please take the brief time to complete.

Policy - No update

Program - No update

Director's Report

Cindy shared the process of weeding books and materials. Book sale is bringing in a small amount of money so far. Kempton questioned about donating books to Goodwill in order to free up room.

Cindy and Liz met with local mom who is interested in helping with social media by making reels to share. The new hired librarians are doing great and had a productive programming meeting to develop new programs.

Treasurer's Report

Stephen reported that we did not have a good month mainly due to lower gifts and contributions from the spring appeal letter timing. Programming costs were higher due to hiring people for children's programs. Custodial expenses were also above budget. Balance sheet assets show an increase of 6k for the month.

Motion made by Stephen to accept the treasurer's report. Seconded by Peter. Unanimously approved.

Old Business

Discussion around eliminating overdue book fines. Pros and cons were thoroughly discussed and detailed information shared by Cindy about what other libraries do. Motion made by Daniela and seconded by Kempton to eliminate the overdue fines for books as of July 1, 2025. 9 in favor- 1 against. Motion passed.

Meeting adjourned at 9:01 pm

Next Library Board meeting is July 16, 2025 at 7pm

Minutes by Elena Dunn