

## Lewisboro Library Board Meeting Minutes

### August 13, 2025

Trustees Present: Lisa Capobianco, Alex Grigor, Nancy Hoffman, Maggie Liegey, Peter McAndrew, Rebecca McMahon, Kempton Mooney, Stephen Unterhalter

Trustees Not Present: Stacy Duffy, Elena Dunn (leave of absence), Daniela Infield, Caty Koehl, Will Winston

Others: Ally Pedroza, Cindy Rubino

Meeting called to order at 7:16pm.

**Introducing Ally Pedroza** - The new Children's Librarian, Ally, introduced herself to the Board and shared that she's been working on our growing suite of programs and reimagining the Children's Room with the Buildings & Grounds Committee.

**Approval of July minutes** - Motion by Nancy. Seconded by Kempton. Unanimously approved.

**Library Fair Committee** - We discussed the vendor fee for community partners, businesses, political groups, and political candidates. We agreed that elected officials can table for free so long as they are there in their capacity as representative of the community and are not currently running for office. There was a conflict with Parks and Recreation over a previously agreed upon time for volunteers to begin setting up Adult Books. The Board is still planning to clean out the Book Barn for future storage needs. We discussed hospitality, code of conduct, and putting our best foot forward in the lead up to and during the fair so our volunteers and patrons have a positive experience.

**Programs Committee** - The committee invited staff to join our meetings going forward. We reviewed and re-agreed to our mission and 2025 goals, identifying some key next steps. Staff shared some plans and ideas for programs, and we briefly brainstormed an annual meeting speaker.

**Finance Committee** - The transfer to the short-term money market fund has been delayed and we're waiting for our representative at Chase Bank to return from family leave. The committee did not meet this month, but Peter and Stephen had a good conversation with the Auditors. We will distribute the audit review for board approval at our next meeting and will work on answering questions for the 990 in the meantime. Our 3-year engagement is nearly complete, and we will need to consider signing a new engagement letter.

**Buildings & Grounds Committee** - The committee is primarily focusing on the Children's Room refresh and needs to follow up with the second furniture company. We're finding alignment with Ally and we ask that the F&M Committee think about continuing the conversation with a prospective donor. There may be some outdoor components.

**Fundraising & Marketing Committee** - Bloomerang database is doing well. The spring appeal has been successful, especially when you factor in a large donation we received last year. Elena is beginning calendar events for the winter/early next year. We are aiming to release an Annual Report in September. Will is connected with Anu for social media videos.

**Nominating Committee** - Motion to approve 3-month leave of absence for Elena Dunn by Stephen. Seconded by Lisa. Unanimously approved by Executive Committee. Brief discussion around the results of the Board demographic survey.

**Personnel Committee** - Nancy reviewed the engagement letter put forth by the law office of Stephanie Cole Adams and Maggie signed it so that we can officially begin the handbook process. As a reminder, this also means Cole's team will be available to us at a predetermined rate should we need legal guidance in the coming year. Cindy is working on a staff flow chart which she will have to us by September. We will likely be ready to open Sundays in September as well. With the handbook off our plate, the committee will be dedicating August/September to developing a staff evaluation process.

**Director's Report** - We have begun advertising/the interview process for a new part-time clerk. Kathy has been working really hard with our web designer to develop payment options for vendors, sponsors, and VIP tickets for the Fair. Colleen has done a tremendous job weeding the teen collection and refreshing that area. We are renewing our printer and copier contract.

**Treasurer's Report** - Stephen reported that we were slightly down on the month with expenses exceeding revenue and revenue below budget. This reflects increased spending on salaries and materials and Library Fair expenses starting to roll in. Year to date our income is \$2,600 below budget and we have a lot of unknowns ahead with the Library Fair and the year-end appeal. On the expense side, we are well below budget and expect this to even out as accounting bills come in, among other things. Overall, our balance sheet is up due to some gains in the UBS portfolio. Motion to approve the Treasurer's Report by Peter. Seconded by Lisa. Approved unanimously. The Finance Committee requests input from all committees by September 9.

**New Business** - Discussion around partnering with other non-profit organizations for fundraising events. Discussion around ongoing weeding of the collection and, given our limited space, using data to determine how we maintain our collection.

Meeting adjourned at 9:24pm.

Next Library Board meeting is September 10, 2025 at 7pm

Minutes by Maggie Liegey.