

# October Meeting Minutes (for Approval)

Lewisboro Library Board Meeting Minutes - **draft**  
October 8, 2025

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

Trustees Not Present: Nancy Hoffman, Stacy Duffy, Elena Dunn (leave of absence).

Other: Nina Andrews, Cindy Rubino.

Trustees on Zoom: Alex Grigor, Kempton Mooney.

Meeting called to order at 7:07pm.

**Approval of September minutes** - Motion by Lisa. Seconded by Daniela. Unanimously approved.

**Library Fair Committee** - Discussion regarding the recent 2025 Library Fair including which areas we think are doing well and which need some finessing. Request from The Library Fair Coordinator for access to a debit card leading up to the event. The board recommended the Finance Committee take this up for consideration. We also discussed how the clean-up went and how we can better market the event going forward.

**Buildings & Grounds Committee** - No update.

**Finance Committee** - We plan to transfer a sum of money to UBS to go into a money market fund to earn more on the funds invested. Daniela motioned to approve the FY 2026 Draft Budget to present to the town board. Seconded by Will. Unanimously approved.

**Fundraising Committee** - The Development Associate is working on the town list in time for the fall appeal. Aiming for the fall appeal to go out by the end of October or early November. There will be a concert next month on November 21 and another performance on January 9th with trivia nights in the works as well. We are beginning to work on 2026 events.

**LRSP Committee** - No update.

**Nominating Committee** - Motion by Caty to approve Shilpa Sunny's nomination to the board. Seconded by Peter. Unanimously approved. Motion by Will to approve Grace Dent's nomination to the Board. Seconded by Stephen. Unanimously approved.

**Policy Committee** - No update.

**Programs Committee** - No update.

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**Audit Committee** - Motion by Peter to accept the general audit and tax work as shown in the proposal dated September 25th by Condon O'Meara McGinty and Donnelly. Seconded by Caty. Unanimously approved.

**President's Report** - Maggie proposed adopting an attendance policy for the board meetings to ensure that we have a quorum prior to the meeting. A discussion ensued.

**Director's Report** - Sexual Harassment Prevention Training and Trustee Education are required for all trustees to complete. Cindy requests board approval for the WLS IT service level agreement for 2026. Motion by Will to approve the request. Seconded by Lisa. Unanimously approved. The library is moving forward with the lighting project that had been previously approved. The Director is gathering estimates for the duct cleaning. The library will be closed on the October 27th and 28th for the electrical and duct work and it was agreed by the board that part-time staff scheduled for those work days will still be paid. The annual meeting will be held on February 1st at 2pm and the library will be closed to accommodate.

**Treasurer's Report** - Revenues exceeded expenses by \$27,600 due to our large liability insurance payment coming out last month as expected. Year-to-date revenues are \$32,400 above last year. Without town support, our year-to-date revenues would be ~\$19,000 below. Because of the seasonality of Gifts & Contributions, it is difficult to know how we will do for the year. Assets increased \$36,500 over the previous month due to cash at Chase increasing due to the fair and gains at UBS on our equity portfolio. Maggie motioned to accept the Treasurer's report. Seconded by Peter. Unanimously approved.

Meeting adjourned at 9:25pm.

Next Library Board meeting is Wednesday, November 12th at 7pm.

Minutes by Rebecca McMahon.