

Lewisboro Library Board Meeting Minutes
September 10, 2025

Trustees Present: Daniela Infield, Lisa Capobianco, Maggie Liegey, Nancy Hoffman, Rebecca McMahon, Stephen Unterhalter, Caty Koehl.

Trustees Not Present: Alex Grigor, Kempton Mooney, Stacy Duffy, Elena Dunn (leave of absence).

Other: Colleen Oakes, Cindy Rubino, Nina Andrews, Shilpa Sunny

Trustees on Zoom: Peter McAndrew, Wil Winston

Meeting called to order at 7:13pm.

Approval of August minutes - Motion by Lisa. Seconded by Nancy. Unanimously approved.

Introducing Colleen Oakes - Teen and Adult Reference Librarian. Colleen introduced herself to the Board and shared that she's been working on our growing suite of programs. Teen advisory board will begin in the coming weeks.

Library Fair Committee - Town employees will erect the tent donated by Copia for the kid zone. We are working to secure more volunteers. We have secured over \$8,000 in sponsorship this year.

Audit Committee - Our three year engagement with the auditors has been completed. Peter and Cindy feel the current auditors are very knowledgeable in managing nonprofit accounting. The committee will be meeting soon and will likely return to the board for a vote to approve a renewed letter of engagement with them.

Buildings & Grounds Committee - No update.

Finance Committee - We discussed the administrative hurdles of opening a money market fund with our current bank. Nancy made a motion to approve the FY2024 audit review and financial statements. Maggie seconded. Unanimously approved.

Fundraising Committee - The Development Associate has had to reduce their hours. Bloomerang is launching well and we discussed how to use Bloomerang to capture silent auction and sponsorship data for the Library Fair. We will revisit this discussion after the fair.

LRSP Committee - The consultant intends to start public feedback sessions in October. The committee decided to include a staff retreat as part of the long range planning process. No vote needed as we are still under the approved funds.

Nominating Committee - The nominating committee interviewed someone to join the board. Maggie motioned to approve a charter amendment to increase the size of the library board. Seconded by Lisa. Not majority approved. A discussion ensued. The board recommended the nominating committee return with a more comprehensive recommendation to be put to a vote.

Personnel Committee - The committee asked the board to approve the plan and process for conducting staff evaluations. Caty motioned to approve. Nancy seconded. Majority approved.

Treasurer's report - Stephen reported that we were slightly down in July with expenses exceeding revenue, though revenues were above projections. This reflects Legal & Accounting fees and Westlynx paid in July - these are budgeted annually because we do not know in which month the expense will occur, so it looks like an unexpected expense for the month yet it is reflected in the budget for the year. The Library Fair expenses and Custodial & Maintenance expenses were above the budget in July. Year-to-date, our total revenue is about \$18,000 below budget and we have unknowns ahead with the Library Fair and the year-end-appeal. On the expense side, we are below budget and expect this to even out as budgeted items come in. Overall, our balance sheet showed no change from the prior month. Motion to approve the Treasurer's Report by Nancy. Seconded by Maggie. Approved unanimously.

Policy Committee - The committee is targeting October 13th to complete the policies under review. Our attorney is developing updated bylaws for approval by the board.

Programs Committee - The committee is working on a memo to bring to the board in October to establish a Partner of the Year award ceremony.

Meeting adjourned at 9:01pm.

Next Library Board meeting is Wednesday October 8th at 7pm.

Minutes by Rebecca McMahon.