

Lewisboro Library Board Meeting Minutes

November 12, 2025

Trustees Present: Stephan Unterhalter, Elena Dunn, Nancy Hoffman, Will Winston, Kempton Mooney, Rebecca McMahon, Alex Gregor, Caty Koehl, Grace Dent

Trustees Not Present: Peter McAndrew, Shilpa Sunny

On Zoom: Maggie Liegey, Lisa Capobianco, Daniela Infield, Stacy Duffy

Others: Cindy Rubino

Meeting called to order at 7:09 pm.

Approval of October 2025 minutes - Motion by Will. Seconded by Kempton. Unanimously approved.

Committee Reports

Fundraising - Lisa reported that gifts are coming in from the fall appeal letter. Thank you to Barbara, Liz and Cindy for working hard on the mailing list. Friday, November 21 is Susan Said fundraising concert. Elena to send email to trustees to see who can help with hosting and greeting attendees.

LRSP - We have had 3 focus groups so far. One more this Sunday for parents. Discussion regarding including an online survey to reach more residents. Tuesday, November 18 is a focus group for trustees via zoom.

Nominating - Discussion about amending our charter to increase the number of trustees. Recommendation from the Nominating Committee is to change the range from 9-15 to 9-17 trustees. Cindy explained the process of amending is just brief paperwork to NY Regents and nominal fee. Motion made by Will to amend our charter to increase the number of trustees to be 9-17. Seconded by Caty. Motion passed by vote of 7 to 1.

Personnel - This committee needs more members to join. Next meeting being rescheduled.

Policy - Committee will have IT/Cyber security policy for December board meeting.

Audit - Cindy sent the 990 to trustees for review.

Building and Grounds - Nancy shared the air quality testing report was good. Exterminator is taking necessary steps to keep mice from entering building.

Director's Report

Holiday schedule for 2026 has been approved. Cindy requests that library closes at 5pm on December 23rd. January 13th the library will be closed for major clean out day. Trustees can join in helping.

Treasurer's Report

Stephen reported the library had an off month with expenses exceeding revenue by 23k. Higher expenses were due to salaries having three pay periods, legal and accounting fees, building repair costs, and program expenses. YTD revenue is higher due to increase from town. We are expecting more expenses soon for building repair and LRSP. Balance sheet assets are down by 20k. Chase holdings are lower reflecting transfer to UBS. Long term holdings gained \$6800 in equity portfolio. Motion made by Nancy to accept Treasurer's report. Seconded by Caty. Unanimously approved.

President's Report

Discussion regarding staff presentations to the board. Cindy will ask Liz and Kathy if they would be interested. New board meeting dates for 2026 will be the 4th Wednesday of the month. Maggie to circulate holiday party poll.

New Business - Will recommend turning off Google's AI ability to read/scrape information. Cindy will recognize her staff with approved bonuses for holidays.

Next meeting is December 10, 2025 at 7pm.

Motion made by Will to enter executive session. Seconded by Nancy.

Minutes taken by Elena Dunn