

Lewisboro Library Board Meeting Minutes  
December 10, 2025

Trustees Present: Maggie Liegey, Nancy Hoffman, Will Winston, Kempton Mooney, Alex Gregor, Daniela Infield, Stacy Duffy, Peter McAndrew, Shilpa Sunny, Lisa Capobianco, Caty Koehl, Grace Dent

Trustees Not Present: Stephan Unterhalter, Elena Dunn, Rebecca McMahon

Others: Cindy Rubino

Meeting called to order at 7:08 PM.

Daniela moved to approve the November 2025 minutes. Kempton seconded.

Unanimously approved.

### **Committee Reports**

LRSP – Focus groups completed. Consultant is satisfied with turnout and collating responses for final report.

Personnel Committee – The committee reported that it reviewed a new SOP for onboarding new employees, discussed year-end bonuses for staff, and continued to review the draft handbook.

Nominating – Lisa moved to approve a resolution to petition the Board of Regents of the University of the State of New York to adjust the Lewisboro Library's number of trustees, as outlined in the bylaws, from not less than nine (9) and not more than fifteen (15) members to not less than nine (9) and not more than seventeen (17) members amend the charter to increase the number of trustees from a range of 9-15 to 9-17. Peter seconded. The motion was unanimously approved.

Policy – Caty reported that the IT/Cyber security policy is still in progress, pending information from library staff so the policy will likely be approved in January. There was discussion around circulating a list of policies to crowdsource support from the Board for drafting or review.

Programs – Committee could not align on a time to meet and will need a new Committee Chair. Sam Hollander has been booked for the Annual Meeting in February.

Audit – A letter of engagement was signed with Condon O'Meara McGinty & Donnelly.

Buildings and Grounds – Nancy reported that there were no concerns that came out of the air quality assessment and that pest management is underway.

Finance – Stephen shared a report to be read in his absence that covered the process and the outcome of presenting the library's budget to the Town Board. The Town Board

approved a 4% increase to the contribution to the Library, resulting in a \$30,000 deficit between the budget and the library's projected operating costs.

Fundraising – We have met our fundraising goal for 2025. The part-time development coordinator is resigning and the committee is actively searching for a replacement. The library raised over \$3,100 on Giving Tuesday. Susan Said concert was a success, and December Trivia Night sold out in 24 hours. Alex proposed finding a new venue for Trivia Night to accommodate more than 50 people. The Taste of the Town Raffle is progressing. Broadway Night tickets are currently selling on the library website.

### **Director's Report**

Our weekend reference librarian resigned as of December 9 and the hourly position is being advertised. The town requested to have their inauguration at the library on New Year's Day. Rick Cohen's author talk has been rescheduled for January 11.

### **Treasurer's Report**

Expenses exceeded revenue by \$26,000 for the month and net revenues were up by \$17,500 due to fundraising. Legal and accounting fees were the largest expenses. Our year-to-date revenue is \$34,500 below where it was at this time last year, due to specific one-time gifts, and was partially offset by the contributions from the Town. Peter moved to accept the treasurer's report. Kempton seconded. Unanimously approved.

### **President's Report**

Maggie reminded the board of the "Cooking for Seniors" event on Wednesday February 11. Waiting on one board member to complete the board evaluation. All board members have completed the director's evaluation. Maggie asked committees to use January to evaluate their mission and goals for 2026 and to consider rotating committee service.

### **Old Business**

Kempton requested Cindy share which Board members still need training hours.

### **New Business**

Alex raised that the Board of Education has released its plan to turn Lewisboro Elementary School into a universal Pre-K in case there is an opportunity to partner.

Maggie motioned to begin Executive Session. Nancy seconded. Unanimously approved.

Meeting adjourned at 9:18 PM.

Minutes taken by Grace Dent