

Stamford Library Association Board Meeting Minutes Monday, March 2, 2026

At Stamford Library: *Present:* Trustees Barbara Balliet, Katy Barber-Graves, Katy Clayton, Millie Faulkner, Pat Heath, John Hubbard, Linda Stratigos, Mike Teitelbaum, Ellen Thorn; Library Director Erika Eklund; *Absent:* Susan Harwood, Janet Kirch, Julie Rockefeller, Stephanie Rubin-Ruquet

Call to order: Barbara called the meeting to order at 5:30 p.m.

Minutes: The February 2, 2026, Regular board meeting minutes were approved with correction by trustees who attended that meeting (motion by Mike; second by John).

Ellen provided pdfs of the 2025 minutes to Evening Star, which the audit team (MMS) requested.

Financial reports: Financial reports from Erika and from Millie were distributed in advance of the meeting.

The **P&L statement** through January 30, 2026, lists an income of \$4,554.41 against an annual budget of \$198,065.00; and an expense of \$10,787.24 against an annual expense budget of \$200,529.00.

The **Balance Sheet** as January 30, 2026, lists total assets at \$4,295,977.77. Millie confirmed that the assets and balance sheet match.

Wayne Bank Business Checking account #2720 statement on January 30, 2026, had a balance of \$10,237.44.

Wayne Bank Investor account #3242 statement on January 31, 2026, had a balance of \$95,916.93, which includes year-to-date interest for 2026 of \$30.94.

Wayne Bank Business checking (construction) account #8612 statement on January 31, 2026, had a balance of \$86,848.90.

NBT Wealth Management investment summary through January 2026 lists a market value of \$3,202,505.90. The portfolio percentages include cash equivalents of 8.01%, fixed income of 36.38%, and stocks/real assets of 55.61%. The estimated annual income is \$83,950.61.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through January 2026, and she reported on interest and fees. Investor account interest amounted to \$30.94 and NBT Wealth Management interest was \$29,113.28, for a total of \$29,144.22; and NBT fees reached \$1,664.10.

Millie received a renewal of the library's Directors and Officers Liability coverage from Mount Vernon Fire Insurance Company (Wayne, PA 19087) for \$878.00, for the period from 3/15/2026 to 3/15/2027 (broker: NBT Insurance Agency, LLC, Norwich, NY 13815). The board voted (motion by Millie; second

by Katy C) to approve the renewal, with future updates sent to Erika.

Millie reported that Katy C has been shadowing Millie in preparation for being an excellent backup source regarding the library's finances.

The financial report was approved (motion by Millie; second by Katy C).

Library director's report

Erika provided electronic copies to the board in advance of the meeting. In addition to the standard ongoing tasks related to payroll, invoices, spreadsheet recordkeeping, filing, weeding, maintaining an up-to-date website, and 4CLS involvement, the following items were reported.

Operations

Annual appeal donations continue, although they are slowing. To date, we have received \$7,640 over 83 donations, 14 of which were from first-time donors. Thank-you notes were written and mailed.

New wages were added to the 2026 budget (along with the \$1,000 added for hospitality). Staff members expressed deep appreciation for their raises and have completed updated Wage Rate Acknowledgment Forms, which were sent to Evening Star.

Erika continues to forward the library's tax information on to Evening Star.

Erika could not enroll for health insurance outside of the open enrollment period; she'll be able to select a plan in November.

Erika scanned and forwarded the Tom and Diane Beers will documents for further attention. Linda will send on to the attorney.

Steve Bachman at 4CLS held a Directors Conference Call regarding the 2025 Annual Report. A new software being rolled out might simplify the process. Training and new deadlines are to come. He also reported that operating aid and construction aid from the state includes significant cuts; and he distributed information about advocacy opportunities.

Erika has been in touch with Deidra Hill of Delco Creative, regarding the need for a new, ADA-compliant website and regular site hosting, back-ups and maintenance. Deidra's proposed contract includes comprehensive services to meet our needs. With a timeline of seven weeks, the contract asks for \$3,200 for the one-time website rebuilt, \$250 annually for web hosting, and \$25 annually for domain management.

Heating failures caused use of space heaters and closures for a week in mid-February, until heat was finally returned.

We've been investigating potential grants. Currently, the NLG-L (National Leadership Grants for Libraries) grant does not align with our current goals. The Laura Bush 21st Century Library Program grant may offer opportunities in the future. Senator Chuck Schumer's office reported not accepting requests for CDS (Congressionally Directed Spending) projects for 2027. Linda and Erika are exploring how best to apply for those funds.

Carpet cleaning has been scheduled for the third weekend in March.

Programs and Outreach

We are looking at obtaining additional NYS Empire Pass museum and attraction passes for patrons. Please make additional suggestions.

The Kamishibai storytelling program with Janet Kirch, in recognition of the Lunar New Year and the Year of the Horse, was wonderful, with 22 people enjoying the storytelling and taking home sweet treats and little horse tokens.

The Blind Date with a Book program was once again a huge success, with 128 books checked out and 78 book reviews. Prizes were awarded during the book and bake sale (where we earned \$312 for the bake sale and \$717 for the book sale).

We are partnering again with Neighborhood Forest to offer free trees to local children. Registration is open through March 18 with the trees arriving prior to Earth Day.

We are again working with the Earth Day 5K and Fun Run to provide a new trail along the rail trail portion of the race. The Fun Run is also planning to collect donations for a future butterfly garden at the new library.

In upcoming months, we expect to hold another planter pot glazing program, work with Megan Avery to develop a fabric arts program, possibly have a fascinator-making program, a Plant Swap, and a Tea Party.

Committees

New building fundraising

We need to define the role of a campaign development assistant to manage the library construction's capital campaign. Pat will interview potential contractors and supply a preliminary job description, including recommended number of hours and hourly rate.

We need to spice up our Mission Statement and create a vibrant tag line; bring drafts to next board meeting.

Funds from a Robinson Broadhurst grant can be applied to the DLD requirement of matching funds.

Earlier in February, there was a meeting of committee chairs involved in new building fundraising: Janet (Advocacy), Linda (Building construction), Pat (New building fundraising), Millie (Finance), Mike (Fundraising), and Barbara. The purpose was to clarify responsibilities and to ensure effective communication. We are currently at Step 2 in construction: design development. Mike and Barbara will develop a timeline and a case statement. The public opening of our fundraising will begin in May 2026.

We had received money from Nick Juried that was deposited in a CD into the Construction account; the board voted (motion by Barbara; second by Linda) to apply \$15,000 of interest from the CD to support upcoming costs, including a

gala at the building site in May, smaller gatherings, swag for donors, etc.

Linda will update the construction budget and share with the board. Advocacy will provide press releases. Other actions include finding a local attorney with real estate experience; creating a timeline and case study statement; preparing a press release on the survey we have available; contacting our political representatives; identifying naming opportunities and other recognition; identifying further individual and corporate donors; ensuring broad communication among committees.

A fundraising case statement draft #2 and preliminary floorplan was shared with the board. Items in the bulleted list will be reordered.

We may want to have a monthly press release available, perhaps based on items raised in Erika's monthly director's report.

We may want to create a form letter to help our patrons and for key businesses to prepare letters of support, which we can share with local villages, towns, and various media.

Old business

Linda will contact a potential lawyer for the library, to replace Ellen Bach. Currently we need to review and sign a contract with Paul Mays; and we need to see and review a replacement contract regarding our rental space at the Churchill Building.

Adjournment: The meeting was adjourned at 6:40 p.m. (motion by John; second by Barbara.

Upcoming meeting

Monday, March 23, 2026, at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary