

Stamford Library Association Board Meeting Minutes Monday, August 24, 2026

Members of the board met at the library: *Present:* Trustees Barbara Balliet (via phone), Katy Barber-Graves, Millie Faulkner, Susan Harwood, Pat Heath, John Hubbard, Janet Kirch (via phone), Linda Stratigos, Mike Teitelbaum, Ellen Thorn; Library Director Erika Eklund; Campaign developer Lex Lanza; *Absent:* Katy Clayton, Julie Rockefeller

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

Minutes: The July 27, 2026, Regular board meeting minutes were approved as corrected by trustees who attended that meeting (motion by John; second by Linda).

Financial reports: Financial reports were distributed in advance of the meeting.

The **P&L statement** through July 2026 lists an income of \$101,409.62, against an annual budget of \$198,065.00; and an expense of \$119,572.33, against an annual expense budget of \$200,529.00. New Library income was \$772,057.05 and New Library expenses were \$46,089.86.

The **Balance Sheet** as of July 31, 2026, lists total assets at \$5,093,275.61. Millie confirmed that the assets and balance sheet match.

Wayne Bank Business Checking account #2720 statement on July 31, 2026, had a balance of \$14,626.32.

Wayne Bank Investor account #3242 statement on July 31, 2026, had a balance of \$73,148.01, which includes year-to-date interest for 2026 of \$138.09.

Wayne Bank Business Checking (Construction) account #8612 statement on July 31, 2026, had a balance of \$0 once the funds were moved to NBT.

NBT Wealth Management investment summary through July 31, 2026, lists a market value of \$3,274,749.44. The portfolio percentages include cash equivalents of 6.18, fixed income of 30.73%, and stocks/real assets of 63.09%. The estimated annual income is \$74,674.77.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through July and reported on interest and fees. Investor account interest amounted to \$138.09; NBT Wealth Management interest was \$66,237.21; and NBT fees reached \$11,741.08. CD interest reached \$5,831.31.

Millie reported that Linda, Barbara, Erika, and Evening Star all have online access.

The board approved the July financial report (motion by Millie; second by John).

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.

In addition to her own report, Erika distributed both a programing report prepared by Lindsay and a report prepared by Lex Lanza as campaign development assistant.

Operations

Erika continues to weed the adult fiction section and spot-weeding the juvenile chapter book collection. We've been able to redistribute many withdrawn books through the free book cart. This work continues to improve the appearance and usability of the collection, allowing us to better highlight popular materials and make room for new additions while also preparing for the eventual move of the entire collection to our new space.

We continued working with our summer youth employee, Gabe Tripp, who helped clean and dust the shelves while also completing shelf reading alongside staff members. Gabe wrapped up his time with us on August 14, and Erika completed the required evaluation forms for submission with his final payroll to the Youth Employment Program.

We also welcomed a young volunteer, Natalie, during August, who helped us prepare for and run the Summer Book Sale and assisted with reshelving, organizing, filing, and other library duties. (She had also volunteered at the Community Campaign Kickoff Party in May.)

Erika met with Deidra Hill to review the new website and receive training on how to access and update events, information, and calendar listings. Erika has continued posting information to our current website until we are ready to finalize and launch the new site.

Prior to meeting with Deidra, Katy Clayton forwarded a comprehensive style guide from Tim Wilkins outlining recommendations for a new logo, fonts, colors, and other design elements. Erika shared this guide with Deidra during our meeting. Based on previous conversations, I had understood that these types of changes could be incorporated relatively easily. During this meeting, however, it became clear that Deidra felt the proposed updates would require more extensive reworking of the site and an additional payment. I asked her to outline the proposed changes and associated costs, which I then forwarded to Katy for her thoughts. We are still discussing how to proceed and whether the additional \$2,000 expense is justified and/or necessary.

Following Erika's meeting with Deidra, she forwarded library photographs to replace the stock images currently being used as placeholders on the new website, along with the color categories we would like incorporated into the new events calendar.

Erika completed the required SecurityMetrics enrollment for DonorPerfect.

Erika has spent time this month preparing the next DLD application, working with Paul, Meghan Brennan in his office, and Linda to ensure we are all on the same page regarding this next round of state funding. We will apply for Electrical and Site Infrastructure Improvements with a total project scope of \$720,000, including \$570,747 in state funding and a \$149,253 local share. The award amount could increase if another library's project does not advance through the application process.

We received a \$1,000 donation from the Town of Harpersfield on August 17.

In August, we suddenly received six separate invoices from ISD in Oneonta, one for each month beginning in March, all arriving at the same time and each for \$5.40 for "Remote Support Capabilities." We are unaware of any ongoing remote support service the library receives from ISD and have forwarded the invoices for review before submitting any of them for payment.

Recently, our fax machine began printing a huge number of medical records from Bassett Hospital. Erika contacted Bassett to help determine which office was mistakenly sending the records to us. Bassett was eventually able to stop the faxes and later mailed me a prepaid envelope so the copies could be returned in accordance with HIPAA requirements. Unfortunately, despite explaining that the hundreds of pages had also resulted in expenses for paper and ink, there was no indication that Bassett would reimburse the library for those costs.

Erika plans to travel to Sidney for in-person 4CLS Users Group meetings when possible in lieu of attending remotely, to make personal contact and build stronger connections with others throughout the 4CLS community.

Now with our increased financial support of Libby, more New York library system members are willing to include us in sharing their offerings.

The board approved (motion by Millie; second by Pat) the DLD grant approval. Erika will send the Wealth Management report as proof of available funds.

Programs and Outreach

Erika spent much time preparing social media posts, event posters, and website listings for Summer Reading and early fall programing, including Adult Book Bingo Challenge, the children's Summer Reading Challenge, prize photos and recognition posts for local businesses, Little Ones Storytime, stained glass workshop, Summer Book sale, poetry workshop, Making Merit Buddhist art workshop series, Guitar in the Mountains series, Cornell Cooperative Extension's PowerHouse visit, and the youth sewing series.

The entire library team spent time setting up for the Summer Book Sale on August 8. We had a fantastic sale, raising \$621 that day. It is always a good feeling to clear office and other space where sale books have accumulated — although those spaces have already begun filling up again with new donations received following Community Lawn Sale Day.

Lindsay's report

August programming included successful events and activities, despite one cancellation. In August, Dove from Cornell Cooperative Extension was available to provide childcare and parenting resources. (Two families stopped in to inquire about and gather information and resources.) The August display case featured Summer Reading prizes and raffle baskets, helping build excitement as participants worked toward completing their reading challenges.

In August, we will host a Stained-Glass Workshop with The Studio for Art & Craft.

In September, Dove from Cornell Cooperative Extension will return to provide Childcare and Parenting Resources; we will host a Poetry Workshop with Esther Cohen and Amanda Gulla; Paws & Pages will return; Roshan will lead a two-part Making Merit Art program; Cornell Cooperative Extension will bring its mobile PowerHouse to Stamford, which includes tours of the solar-powered tiny home, a utility bill workshop, and a hands-on solar oven activity. Guitar in the Mountains will return for its fall eight-week series, for Beginner adults and youth, while Intermediate will meet separately. Also in September will be a youth sewing series with Hipstitch Academy.

The September display case will feature a collection of wooden tools from JoAnn Little.

In October, Dove from Cornell Cooperative Extension will return with Childcare and Parenting Resources; The Studio for Art & Craft will return for a Stoneware Workshop, featuring the creation of casserole dishes and apple bakers; the fall Guitar in the Mountains and youth sewing series will continue.

A Card Making Workshop with Stephanie is planned for November.

Christmas at the Library and Caroling is planned for December.

Ongoing programs include: Little Ones Storytime (weekly); Large Print Book Program (monthly); Night Owl Book Club (monthly); Book Journaling (monthly); Garden Group (monthly); Writers Circle (monthly); Adult Literature Group (monthly); Dungeons & Dragons Game Night (first, third, and fifth Thursday of each month).

Campaign Development report

Lex Lanza submitted a report for the month.

Lex has found some large-scale duplications and updating delays, but is trying to get a handle on reducing these Donor Perfect glitches as she works through importing 2023, 2022, and 2021 annual appeals. She'll work with Donor Perfect support to gain clarity and ensure our data is accurate.

Lex is also taking appropriate webinars.

Lex is pleased with the new laptop.

Committees

Fundraising

The board suggested a \$40 donation to attend the concert with Roger Greene to be held at Susan's home on October 4 at 2 p.m. and 4 p.m. Susan needs recommendations for invitee by August 31. She'll have the invitations made at Race Printing.

Construction

Linda reported that the committee will meet on August 25 with Paul Mays.

The board suggested construction of the new building be pushed toward Main Street to reduce use of the slope on the back part of the property to improve outdoor space for children's activities.

The board agreed to have Linda contact Lawley re: insurance coverage.

Linda reported that geothermal plans are moving ahead. There will be six geothermal wells under the parking lot. If the first well is fine, then the others will be drilled.

Old business

Millie has been receiving feedback about the plaque to be prepared for Stephanie. Additional samples were provided for board members to review and select from.

New business

Millie reported she's likely to be out of town through the first part of October.

Adjournment: The meeting was adjourned at 6:25 (motion by Mike; second by John).

Upcoming meeting

Monday, September 28, 2026, at 5:30 p.m.: Regular board meeting

Respectfully submitted,
Ellen Thorn, Secretary