

Stamford Library Association Board Meeting Minutes Monday, April 27, 2026

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

Call to order: Barbara called the meeting to order at 5:23 p.m.

Minutes: The March 26, 2026, Regular board meeting minutes were approved by trustees who attended that meeting (motion by John; second by Susan).

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

The **P&L statement** through March 31, 2026, lists an income of \$23,026.28, against an annual budget of \$198,065.00; and an expense of \$42,187.26, against an annual expense budget of \$200,529.00.

The **Balance Sheet** as of March 31, 2026, lists total assets at \$4,191,397.83. Millie confirmed that the assets and balance sheet match.

Wayne Bank Business Checking account #2720 statement on March 31, 2026, had a balance of \$11,828.48.

Wayne Bank Investor account #3242 statement on March 31, 2026, had a balance of \$65,958.24, which includes year-to-date interest for 2026 of \$72.25.

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

NBT Wealth Management investment summary through March 31, 2026, lists a market value of \$3,123,275.53. The portfolio percentages include cash equivalents of 6.86, fixed income of 39.55%, and stocks/real assets of 53.59%. The estimated annual income is \$83,182.38.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through March 31, 2026, and she reported on interest and fees. Investor account interest amounted to \$72.25 and NBT Wealth Management interest was \$29,113.28, for a total of \$29,185.53; and NBT fees reached \$5,008.50.

Millie updated the history of the CDs. The 2 CDs currently at NBT, both maturing on May 10, 2026, will be rolled into 3-month CDs at a 3.45% rate. The CD at Wayne Bank maturing on May 23, 2026, will be rolled into a 5-month CD at a 3.8% rate.

An additional \$400,000.00 that was received from the latest DLD grant will be invested in another CD at NBT for 3 months at a 3.45% rate (motion by Millie; second by Stephanie).

We need to move the funds we use for matching so that they can be appropriately tracked. The interest earned will also be added to the matching data we track.

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

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

Erika and several board members travelled to Ithaca for the announcement regarding the library's share in \$4.5 million in New York Forward funding. Details are not yet forthcoming.

Erika worked with Linda to complete the required budget documentation for an O'Connor Foundation grant for the new library construction project. The grant, for \$98,400 — half the projected cost of the children's programming area — was submitted on March 27.

Erika submitted Spring Report to Robinson-Broadhurst Foundation for general support. This included a narrative, budget summary, expenditure documentation, sample invoices, photo collages, and newsletter samples.

Erika applied through Grant Connect to secure a matching \$500 donation for the Delaware County Electric Cooperative gift awarded in 2025 and paid in 2026.

With board input, a new Mission Statement was worded: *"Stamford Library connects people, ideas, and opportunities by providing welcoming spaces, enriching programs, and free access to knowledge, creative activities, and culture for everyone in our community."*

Erika submitted a new E-rate contract with 4CLS.

A dedicated email account was created to receive applications for the Campaign Coordinator position. It was posted to the Mountain Eagle for three weeks and uploaded to our website, Facebook, Instagram, and with Delaware Opportunities, CDO Workforce, and Oneonta's Office of Workforce Development. All applications were forwarded to Pat and Katy G for review.

Erika selected Deidra Hill to produce our new website and notified all other applicants of her decision. Hill has since reviewed the current site, transferred the domain, and has begun developing a draft.

The Annual Report portal finally opened and was submitted for review to Steve Bachman at 4CLS — who had no corrections — before being submitted to the state.

Erika is working on an annual report for the community.

A new leak in Erika's office was reported to Jessie in the Department of Public Works. He plans to address it after completing ongoing septic system work.

Marta is currently on leave following the birth of her first grandchild. Upon her return, her schedule will shift to Tuesdays and Thursdays only. Sinzia has taken over Monday shifts, and Beth Mowry will cover Fridays. This adjustment brings us to four clerks and provides greater flexibility for shift coverage and shared Saturdays.

Erika renewed the mobile hotspot subscription associated with the telehealth kit and received approval to circulate the hotspot independently.

Programs and Outreach

Plans were finalized with Cornell Cooperative Extension to bring the mobile, solar-powered “PowerHouse” to Stamford on September 19. Events include building a solar oven (hands-on youth activity); an open house; and a workshop on how to lower energy bills. We have obtained a park use form from the village to allow placement of the PowerHouse in the lot in front of the pool.

We’ve developed advertising for the return of Drew Azzinaro and “Guitar in the Mountains” series; and filled both the beginner and intermediate classes prior to the eight-week series.

Our recent stoneware glazing workshop with the Studio for Art and Craft is also filled to capacity, with 14 participants creating custom garden pottery pieces.

Megan Avery and Erika planned a youth sewing series for the fall and submitted a 4CLS minigrant application to support the program. We also purchased a Brother sewing and quilting machine for our Library of Things. Avery is preparing instructional videos and has agreed to assist with maintenance and repairs.

Lindsay prepared a list of planned and recent programs, including Paws and Pages reading time; Bassett Diabetes Prevention; a stoneware glazing workshop; a children’s book reading with the authors of *The Power of Three*; a presentation on New York State Fire Towers; the “Seed to Supper” gardening series with CCE; an Earth Day 5K Trail Tale; and ongoing Little Ones Storytime; and Large Print Book Program.

Sinzia and Marta created a “free book” cart to place outside on nice days, helping redistribute withdrawn materials that Erika has been actively weeding to make space for newer materials and prepare for a future move.

Committees

Library advocacy

Janet reported on the May 30 party at the new 139 West Main space. Invitations have gone out to public servants and are being posted around the community and on social media sources. In addition to speeches, food, and the chance to identify various library spaces and plans, we’ll have four baby goats to

interact with. Press releases are being prepared to celebrate the event. The landscape architect is also excited and will have florals set up around the area.

Lanyards with ID tags will identify trustees and staff at upcoming events.

Susan will lend the library a music stand to be used as a podium for speakers on May 30.

New building

The Building committee will make a sheet of talking points. We'll inform the public of the total funds raised so far from state sources and from grants, individuals, gifts, etc., as a "building campaign kickoff party." The public will be informed of how they can donate. (We will want to track where donations come from as well as what donors want to donate to.)

Work is being done to finalize the Paul Mays BRM (Butler Rowland Mays) contract. Linda reported that in bids that exceed the 4/3/2026 project budget by more than 20% due to unanticipated market costs, BRM will revise the documents without an additional fee; and that SLA will retain the right to use BRM's plans for our building for future maintenance, repair, renovation or expansion of the building (motion by Linda; second by Katy C).

The board formally approved the case statement from the previous meeting (motion by Barbara; second by Millie). The board also approved the design phase of the document (motion by Linda; second by Susan).

We need Mays to recommend how much we should apply for in a new DLD grant.

Board members were asked to consider and recommend — for the next meeting — how to organize, utilize, and oversee volunteers.

Katy B has 5 interviewees in mind for the Campaign Assistant position.

Personnel

Erika will be updating her job description.

All staff must be reviewed.

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

Upcoming meeting

Monday, May 18, 2026, at 5:15 p.m.: Russell Antonacci from NBT Bank; at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn
Secretary