

Minutes of the Stamford Village Library Association Meeting Monday, January 27, 2020

Present: Barbara Balliet, Carol Campbell, Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Library Manager Pat Parks; Absent: Lyle Chastaine

Call to order: President Linda Stratigos called the meeting to order at 6:04 p.m.

Reorganization issues

Officers: The trustees present reelected Association officers for one-year terms:

- Linda Stratigos as president
- Barbara Balliet as vice president
- Ellen Thorn as secretary
- Millie Faulkner as treasurer

Meetings: The board set regular meetings for 6 p.m. on the fourth Monday of odd months. Before each meeting is adjourned, the next meeting date will be confirmed and will be listed at the end of each set of minutes.

Regular meetings for the rest of 2020 are scheduled for:

- March 23
- May 18 (one week early to avoid Memorial Day)
- July 27
- September 28
- November 23

The Annual meeting is scheduled for September 28, 2020, at 6:00, with the Regular meeting to follow.

Committees: The president is a de facto member of all Standing committees; all committees are open to all trustees and all Association members; the chair of each committee is asked to inform all trustees when calling a meeting.

- *Advocacy* (community public relations): Millie (chair), Barbara, Carol, Stephanie, Janet
- *Fiscal* (financial oversight): Millie (chair), Ellen, Linda
- *Fund-raising*: Mike (chair), Carol, Janet
- *Infrastructure* (physical plant and resources): Linda (chair), Barbara, Lyle, Mike
- *Personnel* (contracts, job descriptions, and reviews): Barbara (chair), Linda
- *Policy* (by-laws, policies, and rules): Ellen (chair), Millie
- *[Ad hoc] Long-range planning*: Barbara (chair), Stephanie, Ellen, Janet

Legal notices: The board agreed to continue using the *Mountain Eagle* as the official newspaper for the library's legal notices.

Banks/financial services:

- *Bank accounts:* The board agreed to continue maintaining SVL bank accounts and

safe-deposit box at the Wayne Bank in Stamford. Linda and Barbara are authorized to sign checks for the SVL accounts. Millie and SVL bookkeeper Amy Maland (of J. Strauss and Associates in Cobleskill) are authorized to have online access for inquiries and to make online transfers within the library's accounts. Monthly account statements are sent to the library; Pat then provides copies to each trustee.

- *Bank safe-deposit box:* Linda, Millie, Ellen and Pat have access to the safe-deposit box.
- *Financial services institutions:* The board agreed to maintain the investment account we have with Tompkins Trust and to transfer the funds from Wells Fargo — closing that account — to one at Homestead Funds (under the adviser John Scott in the Kansas City office). Millie will confirm that both financial institutions have the notices from SVL that they need on file.
- *Credit card:* Only Pat and Linda are authorized to sign the credit card through Wayne Bank that Linda obtained.

Insurance: The board authorized a one-year renewal of its insurance carrier, Utica National Insurance Group, through Reynard agency. A certificate of liability for bookkeeper Amy Maland is on file with Reynard.

Contracts: Pat has an open-ended contract with SVL as library manager, with automatic renewal each year subject to both parties being satisfied with working conditions and performance.

Contact info: An updated list of trustees and personal contact information was prepared for trustees, 4CLS for the annual report, the LTA for its trustees' newsletter, and as otherwise needed.

Building keys: Pat has kept the list of building key holders up-to-date.

Membership: Association and lifetime membership lists were updated for the Fall annual meeting.

Personnel policy signatures: Policies requiring individual trustee signatures (e.g., anti-sexual harassment; whistle-blowing) should be itemized and signed. Pat will review personnel files for trustees and staff to confirm that they contain all necessary signatures.

Minutes: Minutes of the November 25, 2019, Regular board meeting were approved (motion by Stephanie; second by Barbara).

Financial reports

Financial reports were distributed to trustees. The P&L statement for 2019 includes full-year actual and budget amounts (actual income = \$120,544 vs. budgeted income = \$127,732; actual expense = \$122,561 vs. budgeted expense = \$127,720); we note that \$3,000 of state aid expected was not received.

Wayne Bank Checking account statement on 12/31/19 had a balance of \$32,455); Wayne Bank Savings account statement on 12/31/19 had a balance of \$37,084).

Tompkins Trust account statement listed a 12/31/19 value of \$2,414,145, with an estimated annual income of \$52,786 and a year-to-date growth of 21.85%.

Wells Fargo Advisors account summary listed a 12/31/19 value of \$246,778, with a year-to-date growth of 21.37%.

Millie will have Wells Fargo send a check to the library's account at Wayne Bank to close out the Wells Fargo account; and then draw a check on the Wayne account to open the Homestead Funds account.

The P&L will be modified to add income and expense lines to track building costs. The board intends much of the future income from the Homestead Funds account to go into a building fund.

The trustees accepted the financial reports (motion by Janet; second by Barbara).

Library manager's report

Pat distributed a written report and added verbal details to her report.

Operational issues

Statistics: SVL held 467 programs in 2019, with 564.5 program hours and 3,355 participants — a significant increase over 2018, which had 411 programs with 2,333 participants. Visitors in 2019 totaled over 15,600, up from 14,100 in 2018. Cataloged book circulation was up from 7,300 in 2018 to 8,444 in 2019. Total item circulation, including ebooks, was 16,510, up from 15,650. Interlibrary loan has also increased in both received items and sent items.

Holiday gifts: The staff was grateful for the holiday and gift cards from the trustees.

Fundraising: The October fundraising letter brought in over \$4,500 from 107 donors.

Kudos: Of all the libraries nationwide, SVL was among the 261 that won Star Library status based on census data and patron attendance at programs, number of visits, computer and WiFi use, and circulation. Coverage by the *Mountain Eagle* and *Walton Reporter* helped to spread the word.

Digitized yearbooks: The Oklahoma Prison System is redoing the electronic disc of Stamford yearbooks for our Historical Room. They had done it previously but the disc has disappeared and the backup thumb drive is faulty. Pat has asked Karen Cuccinello to do an inventory of our historic items to determine if anything else is missing.

Staff evaluations: Annual evaluations are underway. SVL is fully staffed.

Long-range planning: Pat asked the committee to review the long-range plans. She will share them with the public by posting the information to our website.

Programs and activities

Hoopla: This service has been delayed. The cost will be prorated once the actual program goes live.

ALA grant: Pat applied for a \$2,000 grant through the American Library Association to pay Rod for the Baby and Me Yoga program; we won't hear until April. Rod attended training in Washington, D.C. Several families have expressed interest in the program already.

Speech pathology: A local speech pathologist is promoting increased communication between caregivers and preschoolers through an interactive program at the library.

Large-print books: Pat has contacted Congressman Delgado's office to ask for more large-print books from the Library of Congress surplus books program for our outreach at Robinson Terrace. We avoid using circuit books there because of losses.

Standing committees

Trustees are encouraged to commit to serving on board committees. Committee meetings are announced in advance so that all trustees are encouraged to attend.

Advocacy (community public relations): *Millie, Barbara, Carol, Stephanie*

Promoting SVL: The committee met on January 18 to discuss ways to promote "the little library that does" in the future. Plans include:

1. Composing a letter to highlight services, tailored to each town SVL serves (including towns of Harpersfield, Jefferson, Gilboa, Stamford, and Village of Stamford. Number of visitors from each area and other details will be included to encourage each municipality to consider budgeting for annual support of SVL.
2. Visiting local Rotary groups with similar requests for monetary support.
3. Requesting each town to post our letter of services on its website.
4. Reserving a tree at New York Power Authority to decorate next December with library regalia.
5. Participating in the Stamford Flag Day Parade on June 14 by dressing in character costumes and handing out bookmarks.
6. Pat will prepare a press release based on the library getting Star Library status (similar to the coverage from Mountain Eagle and Walton Reporter).

Fiscal (financial oversight): *Millie, Ellen, Linda*

Investments: Moving one investment account from Wells Fargo to Homestead Funds has the board considering changes in terms of how conservative must we be, especially at a time when we want to grow a building fund. Can we accept an investment with slightly higher risk and higher potential payout? The board asked Millie to arrange for Tompkins Trust to visit at our March or May meeting.

Fundraising: *Mike, Carol, Janet*

Mailing: The October mailing brought in over \$4,500 from 107 donors, a net of \$3,300. A mailing to encourage renewing or joining the Association is planned for May.

Raffle: The committee is now planning a raffle to celebrate the first day of Spring. The basket will probably contain wine, goblets, chocolate, and donated gift cards or discount coupons from some local businesses. A meeting will be scheduled soon.

Infrastructure (physical plant & resources): *Linda, Barbara, Lyle, Mike*

Library building: On January 18 the board toured locations for a new home for the library. Five sites seem appropriate in terms of location, property size, and possible availability. Barbara and Janet will approach the mayor and talk to Don VanEtten at Robinson-Broadhurst to gather information. Linda will talk to one property owner.

Personnel (contracts, job descriptions, reviews): *Barbara*, Millie

Nothing new to report.

Policy (bylaws, policies, and rules): *Ellen*, Millie

Nothing new to report.

Adjournment: The meeting was adjourned at 7:40 p.m. (motion by Millie; second by Mike).

Upcoming meetings and events of interest

Date and time to come: Advocacy committee

Date and time to come: Fundraising committee

Monday, March 23, at 6:00 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn

Secretary