

Minutes of the Stamford Village Library Association Meeting Monday, October 19, 2020

Present (with masks and social distancing): Trustee-elect Michele Ackerley; Trustees Barbara Balliet, Lyle Chastaine (via phone), Millie Faulkner, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Library manager Pat Parks; Absent: John Hubbard, Stephanie Rubin-Ruquet

Call to order: President Linda Stratigos called the meeting to order at 6:05 p.m.

Minutes: Minutes of the September 28, 2020, Regular board meeting was distributed electronically prior to the meeting. A corrected version was approved (motion by Barbara; second by Mike).

Financial reports

Pat and Millie distributed financial reports electronically to the trustees in advance of the meeting. The P&L statement year-to-date to 10/7/20 shows actual income at \$80,192 vs. budgeted income for the year at \$129,294; the statement shows actual expense at \$92,666 vs. budgeted expense for the year at \$128,948.

Wayne Bank Checking account statement on 9/30/20 had a balance of \$7,813; Wayne Bank Savings account statement on 9/30/20 had a balance of \$48,292.

Millie reported that the paperwork has been done to open an Investor account at Wayne Bank, which will yield more than our Savings account with them.

Tompkins Financial Advisors statement through 9/30/20 shows a value of \$2,563,225, with an estimated annual income of \$48,916.

Our new Tompkins adviser, Eric Detita, plans to meet with the board via Webex at our November meeting.

Homestead Funds will provide a third-quarter report in due course.

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

Library manager's report

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

Grants: The library was approved for an O'Connor grant for two book carts and polycarbonate desk barriers. The required matching funds will come from our fundraiser. We also received a Robinson Broadhurst Foundation extra COVID grant; the items we ordered were on sale; Don VanEtten, head of R-B, approved our using the savings for other items we need. We did not receive the ALA grant for WiFi hotspots.

Drawing: We held the drawings on September 30 for the current raffle baskets (wine basket and gardening items); we raised \$127 on raffle tickets.

Library use: Physical visits to the library are still far below what they were during the months before the pandemic. We are still discouraging people from lingering by

removing chairs and toys and limiting computer time to 45 minutes. Patrons are generally behaving well. Staff members are disinfecting computers and work areas between users and asking patrons to use hand sanitizer. We continue to quarantine returned items for one week and encourage patrons to return books to a cart for isolation rather than to shelves.

Circulation numbers also have been below pre-pandemic levels, although they and interlibrary loan numbers are increasing.

We registered ten new patrons in September.

Hoopla: Use is below what we anticipated, so we may get an end-of-year credit for this service, which was based on estimated usage.

Training: The required annual sexual harassment training took place last week for the staff. Training for the trustees should be available in November, after 4CLS updates the scenario part of it. Pat urged trustees to review the video portion that is already available.

LLSA (Local Library Services Aid) funding: NYS adjusted the amount for the balance of the year to 80% of the 90% amount due. The check received in October was for \$995.27; the check received in February was for \$141.89, resulting in a total for 2020 of \$1,137.16 — against a budget of \$1,400.

Standing committees

Advocacy (community public relations): Millie, Barbara, Stephanie, Janet

Contacting town boards: Pat and several of the trustees have attended or plan to attend municipal meetings to encourage budgeting for annual SVL support. Millie suggests that we follow up with municipalities by including them in return visits to share with them how we spent their donations and that we appreciate their financial support of the library.

Mapping patrons: We have a list of numbers of SVL patrons from various local areas, but it's based on ZIP codes rather than patron's actual village or town. Ellen has offered to locate our patrons by their specific municipality if given a list of patron's mailing addresses (so, for example, people in South Gilboa with mail delivered through Stamford Post Office will be identified as Gilboa, not Stamford, patrons). This will provide more accuracy of where our patrons pay their taxes and how we serve each municipality. These details will be useful for further visits to the boards of local communities as well as for helping us determine what mailing lists we'll want to use for future fundraising.

Finance (fiscal oversight): Millie, Lyle, Ellen, Linda

Building fund: Millie, Linda, Lyle, Ellen, and Pat met via videoconferencing GoToMeeting on October 19 with John Scott of Homestead Funds to discuss setting up a new account for a building fund to build a new library building. (Grant applications often want a match in a separate account or separate enough to allow for funds to be earmarked.) Lyle wants to earmark some of the Homestead principal, which is now valued at over \$257, 870, to start a building fund account. John Scott will send us

appropriate paperwork and will need a letter of instruction to transfer a specific amount to a newly established account. We intend to reinvest into the regular account rather than take any distribution. The board voted (motion by Millie, second by Barbara) to move \$50,000 into a building fund at Homestead. We'd like to move from a 50–50 split to a 55–45 split. Homestead would like us to review the library's investment policy to confirm that the new allocations are within range and that we can put more than 15% into a single equity fund.

Fundraising: *Mike, Janet*

Fall mailing: Mike sent a letter to about 2,700 addresses that was mailed in October to encourage renewing or joining the Association. The board suggested adding Hobart (ZIP code 13788) and Harpersfield (ZIP code 13786) residents to the mailing.

For the next mailing, in the spring, we'll certainly want to get new mailing lists because of the many new residents to our area, to whom we can introduce the library and its services.

Spring fundraiser: A Spring fundraiser will probably be arranged dedicated to the building fund.

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

Building committee: Copies of a useful book, entitled *Managing Your Library Construction Project*, are being circulated among the trustees and the staff.

Linda sent Paul Mays of Butler Rowland Mays Architects (BRMA) a floor plan, a copy of SVL's 2019 Annual Report, and the most recent survey we have from our patrons, which he'll use to prepare a workshop he'll present on November 9, to include a walk-through with the committee followed by a slide show of examples for the entire board, and a written report if we chose.

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

Anti-harassment training: Trustees were reminded to watch a video and to be prepared to discuss scenarios to be provided at the November board meeting.

Interview: Pat is planning to resign as she intends to move out of the area. Linda and Janet will interview potential directors and recommend her replacement for board approval.

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

Changes to charter and bylaws: *Physical location:* Linda spoke with SVL lawyer Ellen Bach and with NYS Division of Library Development's Sharon Phillips and 4CLS head Steve Bachman about whether we can relocate outside our chartered area (which currently is the Village of Stamford). All three told Linda that they see no problems with our locating outside the Village boundaries as long as we don't locate in another library's service area. Since the closest library is Roxbury, 20 miles away, that won't be problematic.

Service area: Phillips is encouraging SVL to enlarge its service area to encompass the

boundaries of the Stamford School District. (This is not the same as becoming a school district library.) We could also enlarge the service area to include the Village of Hobart, which is currently underserved. Since Hobart has its own ZIP code, identifying this community should be easy.

Although so much of the area surrounding SVL is underserved, our charter area could be expanded beyond its current area, but crossing the county line into Schoharie to formally include Gilboa or Jefferson would be going into the Mohawk Valley Library System (as opposed to our Four County Library System); and that would present a difficulty.

The population of our service area affects the library in several ways. When we increase population from the minimum level up to 2,500 (we're currently at 1,119) to the next level, our hours of operation must increase from 20 to 25 per week and the library's director must have at least two years of college. According to the National Center for Education Statistics, the population of the Stamford Central School District is 2,886.

Phillips suggested the board review our current requirements for all the changes we might want to make so that we go through the paperwork process only once. Ellen will distribute the current bylaws electronically for further discussion. Some items we may want to change: the number of trustees (from the current 9 to a range of 7–11); the length of a trustee's term (3 years); officer limits (currently unlimited except for a three-year limit for the president); the name of the library (dropping the "Village"); the requirement that the full board must be present to vote to amend.

Insurance: John had asked about insurance coverage. Can Kevin Hull at the Reynard Agency summarize our coverage on trustee bonding?

Adjournment: Meeting was adjourned at 7:00 p.m. (motion by Janet; second by Linda).

Upcoming meetings and events of interest

Monday, November 9, BRMA Workshop in morning with building committee; at about 1 p.m. in the Churchill Gym with entire board.

Monday, November 30, at 6:00 p.m.: Regular board meeting. Eric Detita, our new adviser at Tompkins Trust, plans to meet with us via Webex.

Respectfully submitted,

Ellen Thorn
Secretary