

Minutes of the Stamford Village Library Association Meeting Monday, December 28, 2020

Present at the library or connected remotely (*) were Trustees *Barbara Balliet, *Lyle Chastaine, Millie Faulkner, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos, *Mike Teitelbaum, and Ellen Thorn; Library Manager Pat Parks, incoming Library Director Erika Eklund; absent were Janet Wenner and Trustee-elect Michele Ackerley.

Call to order: President Linda Stratigos called the meeting to order at 6:01 p.m.

Minutes: Minutes of the December 7, 2020, Regular board meeting were distributed electronically prior to the meeting. The minutes were approved (motion by John; second by Stephanie).

Financial reports

Financial reports were distributed electronically in advance of the meeting. The P&L statement year-to-date to 12/1/20 shows actual income at \$133,737 vs. budgeted income for the year at \$129,294; the statement shows actual expense at \$114,434 vs. budgeted expense for the year at \$128,948.

Wayne Bank Checking account statement on 11/30/20 had a balance of \$35,448); Wayne Bank Savings account statement on 11/30/20 had a balance of \$50,420.

Tompkins Financial Advisors quarterly statement for the fourth quarter is not available yet.

Homestead Funds quarterly statement for the fourth quarter is not available yet.

The paperwork for the new account, to accumulate funding for construction, has been completed.

Millie described a bookkeeping issue, which Ellen suggested be accommodated with a footnote going forward so that the information is not lost to history.

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

Library director's report

Erika distributed a written report and added verbal details to her report. She noted how helpful Pat has been in preparing her to take over as library director.

Staff: New staff members Carine Bray and Zinnia Reese have begun working as clerks, each taking two shifts a week and an occasional Saturday. They have been trained to manage acquisitions and process circuits along with other tasks. After 90 days, the new staff is budgeted for a raise of 30 cents an hour. The increase in the state's minimum wage and promotions are also reflected in salary increases and in the 2021 budget.

Keys: We requested and received two additional keys from the school for the library building. All staff members now have keys and we have one spare key for the building.

Patrons: Six new patrons were registered in November.

Fundraiser: The October mailing has brought in \$5,200.

Standing committees

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

Social media campaign: The committee will concentrate on building a long-range social media plan. Erika will get some articles to the local newspapers, including Delaware County's *Walton Reporter* and Cobleskill's *Times Jorunal*, about our new library director.

Mapping patrons: Ellen is working on identifying our patrons by municipality, which will provide data for future visits to the boards of local communities.

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

Line item definitions: The clarifications the committee made will be incorporated into the list of line items included in the policy guide; those items with zero balances projected will not appear on the P&L form.

Fundraising: Mike, Janet

Next mailing: Mike will contact the county to get updated property tax maps from which we can generate a mailing list for a February mailing because of the many new residents to our area to whom we can introduce the library and its services.

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

Building committee: Paul Mays of Butler Rowland Mays Architects (BRMA) has been informed that we cannot commit until the spring, when we expect to hear about the Robinson Broadhurst grant.

We will need to compile a list of properties for review and comparison to present to the community.

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

Anti-harassment training: Trustees were reminded to watch the video identified.

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

Drafts of policy guide: Ellen hasn't received much feedback so far about the policy guide. She will continue working on drafts of the various sections for board review.

Old business

Library name change: The board discussed and voted (motion by Linda; second by John) to change the library's name to: Stamford Library. Trustees intend to name a room after Maud Baird, who so generously provided an endowment in 2003. (Other generous donors have included Stephen E. Churchill, Martha Treadwell, the school district, Fred Murphy and Avery Robinson.)

Long-range plan: The library needs to work on its long-range plan and to be ready to share with the community our vision for the new facilities. We will start with a list of programs and other current offerings (Erika to supply a list by our January meeting) and what we want to be able to provide. Erika will head a committee (of Erika, Barbara, Lyle, and Janet), which will meet and report to the board at its February meeting.

New business

Board training: The board was presented with five scenarios to consider and discuss as part of the required annual sexual harassment training, after which those present were able to sign acknowledgment forms. Board members attending by Zoom have forms in their library folders for completion and signatures.

Budget review: The board reviewed the proposed 2021 budget. Automation expense was moved from Operations to Acquisitions because it includes the costs of many of our nonbook offerings. Lyle asked about the inclusion of expenses for rent, heating oil and electric, items previously supplied to the library by the school district. They have been projected as potential costs in the likely event that the school sells the building to the village, thereby eliminating the school's obligation to physically support the library and the assumption that the village will not suddenly begin any financial support of the library, since it severed its assistance in 2009. The payroll increase is in great part a result of a minimum wage increase going into effect on January 1, 2021.

Adjournment: The meeting was adjourned at 7:11 p.m. (motion by Lyle; second by Stephanie).

Upcoming meetings and events of interest

Monday, January 25, at 6:00 p.m.: Regular board meeting, including Reorganization issues

Monday, February 22, at 6:00 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn
Secretary