

Minutes of the Stamford Village Library Association Meeting Monday, December 7, 2020

November 30, 2020, Meeting with Tompkins Financial Advisors

Members of the board met remotely (due to shelter-in-place advice as a result of the COVID-19 coronavirus pandemic) through a Webex conference call or phone with Tompkins Financial Advisors Eric Detita and Tamer Eishourbagy to review the library's account with Tompkins. Connected were Trustees Barbara Balliet, Lyle Chastaine, Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, and Ellen Thorn; Library Manager Pat Parks; absent were John Hubbard, Janet Wenner, and Trustee-elect Michele Ackerley.

The group reviewed the current account status and the board agreed to reinvest the ~\$35,000 coming due around December 15. The portfolio is about 60% stock and 40% bonds at this time. The board wondered why we're so heavily invested in technology (about 24%) and in oil.

The board agreed to inform Tompkins in January of updated approved signatories and to provide Tompkins with the library's latest approved investment policy.

The meeting was adjourned at 7 p.m.

Rescheduled board meeting

Because of trouble connecting with GoToMeeting after we met with the Tompkins agents, the board meeting was rescheduled to an in-person and Zoom meeting to be held the following week. Present at the library on December 7 were Trustees Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos, and Ellen Thorn; Library Manager Pat Parks; participating via Zoom were Barbara Balliet, Lyle Chastaine, and Mike Teitelbaum; absent were John Hubbard, Janet Wenner, and Trustee-elect Michele Ackerley.

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

Minutes: Minutes of the October 19, 2020, Regular board meeting and the October 29, 2020, Special board meeting were distributed electronically prior to the meeting. The minutes were approved (motion by Barbara; second by Mike).

Financial reports

Financial reports were distributed electronically to the trustees 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 10/30/20 had a balance of \$7,813); Wayne Bank Savings account statement on 10/30/20 had a balance of \$50,414.

Tompkins Financial Advisors quarterly statement through 9/30/20 shows a value of

\$2,563,225, with an estimated annual income of \$48,916.

Homestead Funds quarterly statement through 9/30/20 shows a value \$253,124.

The trustees accepted the financial reports with a correction noted in the over budget column (motion by Millie; second by Barbara).

Library manager's report

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

COVID-19 related issues: We have distributed about 100 disposable masks to patrons. Washable keyboards and mice have been provided for patron and staff use. Book quarantine time recommendation was reduced by 4CLS to three days, which has helped reduce the backlog of piled-up titles in the History Room.

Lyle wondered if people were lingering in the library. Pat doesn't sense that, has made most seating unavailable, and is limiting computer time.

Improved space: We had some rusted shelving removed in the Young Adult area, finished culling the Nonfiction area, and now have a visible Emergency door.

Keys: We are down to one spare key for the building. Elsa Gonzales, who cleans for the library, was given a spare key to replace one she lost. The school has six keys and 4CLS has two for its delivery vans. A few keys are still out with program hosts who use the building in the evening.

Staff: Staff members have been filling in as needed both in schedule and tasks. Accessions processing and circuits management tasks are being shared by all staff.

Pat has posted and interviewed to replace Erika and Fred, and has presented recommendations to the board. The board voted (motion by Millie; second by Ellen) to accept Pat's recommendations to hire two part-time clerks.

Staff budgeting needs to be resolved. With the state's minimum wage raised to \$12.50, we should confirm that new hires don't earn more than current staff.

Services: State cuts are 23% per 4CLS, which may raise costs or reduce services further. So far weekly deliveries will reduce to two — on Mondays and Fridays — from the current three; and processing costs for cataloging will double.

Board training: The required annual sexual harassment training is scheduled for the meeting in late December, after 4CLS provides new scenarios for the interactive portion of the training. The video portion has been available.

Halloween programing included 26 attendees in staggered small groups for games, a scavenger hunt, and candy. Rod decorated the library for the event.

Fundraiser: The mailing in October brought in \$4,900 by the end of November, which is comparable to the previous mailing last year; the cost for fundraising was \$1,202. In addition to cash, the mailing brought in 25 new users.

Grants: We submitted a grant to the Robinson Broadhurst Foundation to cover the architect's site proposal.

We submitted a grant to the Robinson Broadhurst Foundation for next year to include the 4CLS charges for automation, including networking, online services, cable, connection hardware and WiFi (which will cost SVL \$6,707 next year – an increase due to increased circulation numbers over the past five years).

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 once the new staff is in place, with a heavy emphasis on newspaper coverage.

Mapping patrons: Pat has supplied a list of library patrons from various local areas, based on ZIP codes. Ellen has offered to identify each address by actual municipality that taxes are paid to, rather than by where mail is collected. This modified list will give us useful data for future 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: John Scott of Homestead Funds is to send us appropriate paperwork to transfer \$50,000 into a building fund at Homestead. He requested a resolution (#1/2020 New Homestead Account) that the Board of Trustees authorize Homestead Funds to move \$50,000 from the main Homestead Fund account into a separate Building Account fund, effective immediately. The resolution passed.

Investment policy: Millie, Ellen, Linda, and Pat met earlier on December 7, 2020, to review the investment policy, and to note the changes needed to bring the policy up to date (replace mention of Wells Fargo with Homestead Funds). The board voted (motion by Barbara; second by Millie) to make these changes.

Line item definitions: The committee also reviewed line items used for the P&L statements and made some clarifications. Millie will see that the bookkeeping software can accommodate the changes requested.

Fundraising: Mike, Janet

Last and next mailing: Mike will retrieve a list of the October mailing (which used the same mailing list as last year's mailing). We will work up new mailing lists for a January-February mailing because of the many new residents to our area to whom we can introduce the library and its services. It's likely that next mailing will be dedicated to the building fund.

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

Building committee: Paul Mays of Butler Rowland Mays Architects (BRMA) offered a proposal. Linda will ask Ellen Beck to review it; to change the word from "owner"; and to confirm that we cannot commit until the spring, when we expect to hear about a grant.

We need to review and compare several properties to present to the community.

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

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

Interviews: The hiring committee (Barbara, Stephanie, Linda, Mike, and Janet) met

with two applicants to fill the position of library director and recommended to the board that SVL hire Erika Eklund Rose as Library Director; the board voted (motion by Barbara; second by Mike) to do so. The committee further recommended that the library replace the position of Assistant Director with the position of Program Director and hire Rod Sauquillo to fill this position; the board voted (motion by Barbara; second by Linda) to do so.

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

Drafts of policy guide: Ellen distributed the table of contents listing all the headings of the policy guide to the entire board and the Personnel section and the Finance section to the committee for input. Once the current propositions and long-range planning issues needing attention are resolved, trustees will get a full draft for review and feedback.

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

Old business

Long-range plan: The library needs to work on its long-range plan, of what the library should be for the community and our vision for the new building. Ellen will collect all the versions and drafts and distribute them for review and consideration.

Changes to library charter: (1) Service area: The board voted on Resolution #2/2020 that the Board will petition the NYS Education Department Division of Library Development to amend the charter (last amended in 2010) to expand the library's service area to include all of the Stamford Central School District and the Incorporated Village of Hobart. The resolution passed.

(2) Number of trustees: The board voted on Resolution #3/2020 that the Board will petition the NYS Education Department Division of Library Development to amend the charter to reflect a change in our bylaws so that the number of trustees can be a range between seven and thirteen. The resolution passed.

New business

Lawyer's retainer: The board voted (motion by Millie; second by Barbara) to renew Bach's retainer when solicited and to review the architect's proposal.

Library name change: The board would prefer to change the library's name to reflect its wider service coverage than limited to the village. Linda reported that the lawyer says it's not legally impossible to change the name, but that there may be a difficulty with our bank or investment carriers. Wayne Bank's requirements are manageable. We haven't heard yet from Tompkins or Homestead.

Exit interview: Lyle asked that Pat provide a list of the library's strengths and weaknesses as part of her exit interview. Other trustees agreed this would be very useful. Pat agreed to do it.

Adjournment: The meeting was adjourned at 7:12 p.m. (motion by Millie second by Barbara).

Upcoming meetings and events of interest

Monday, December 28, at 6:00 p.m.: Regular board meeting

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

Respectfully submitted,

Ellen Thorn
Secretary