

## **Minutes of the Stamford Village Library Association Meeting Monday, July 27, 2020**

Present at the 76 Main Carriage House, with masks and social distancing as a result of the COVID-19 coronavirus pandemic): Lyle Chastaine (via phone), Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Library Manager Pat Parks; absent: Barbara Balliet, Carol Campbell

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

**Minutes:** Minutes of the May 18, 2020, board meeting were distributed electronically prior to the meeting and were approved (motion by Stephanie; 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 7/1/20 shows actual income at \$68,646 vs. budgeted income for the year at \$129,294; the statement shows actual expense at \$58,449 vs. budgeted expense for the year at \$128,948.

**Wayne Bank** Checking account statement on 6/30/20 had a balance of \$20,138); Wayne Bank Savings account statement on 6/30/20 had a balance of \$58,634.

Lyle suggested we open a money market account at Wayne Bank; Millie will explore.

**Tompkins Financial Advisors** statement year-to-date to 6/30/20 lists an account value of \$2,425,290, with an estimated annual income of \$51,728 and income for the quarter of \$12,939.

**Homestead Funds** began providing periodic statements. Beginning value on 4/1/20 was \$221,689. Ending value on 6/30/20 was \$243,087. Value of money market funds was \$12,475; bonds value was \$115,778; stocks value was \$114,834.

Linda would like an additional board member authorized on the Homestead account.

Stephanie will check to see why Town of Jefferson annual \$150 wasn't received.

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

### **Library manager's report**

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

*COVID-19:* Safety procedures were required to be in place before the state would allow the library to reopen.

The library reopened on June 1 with full staff but only curbside pickup and only essential computer use. Interlibrary loan resumed on June 11. All items are quarantined in both directions. Computer use and browsing reopened on June 29. Summer reading program began on July 6.

Robinson Broadhurst is offering another round of grants for businesses affected by the pandemic, which we plan to make use of.

The payroll protection plan loan forgiveness has been extended, so it's more likely we can request full forgiveness.

4CLS initiated an online card application during closure so patrons could access ebooks and audiobooks remotely with a temporary card. 4CLS will keep this option open and will forward online application information so that SVL can issue permanent cards for patrons.

Polycarbonate dividers are still on backorder for installation at the front desks to separate staff from patrons.

The Stamford Business Alliance has offered to spotlight SVL for their new web page.

Circulation is down. In February, before closing, we circulated 1,141 items; in June, circulation was 251 items. Due dates were all extended during closure; now that we're open regular hours, we've returned to regular loan periods and fines.

Hoopla usage started slowly but is growing monthly. Broome County Public Library advised against advertising it much for fear of overuse, but we're sharing notice of its availability with our patrons.

Online programs are very popular, especially yoga and storytime. We've tracked up to 103 patrons for a yoga session on Facebook and 101 for storytime. A community search for monsters has also appealed to the community.

## **Standing committees**

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

**Contacting town boards:** Attending municipal meetings to encourage budgeting for annual SVL support has been postponed until such meetings are again open to the public. Can we identify how many residents of each village or town are SVL cardholders? Suggested requests for funding: Stamford and Harpersfield, \$1,000 each; Jefferson and Gilboa, \$500 each.

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

**Tompkins Financial Advisors** will attend an upcoming board meeting.

**Fundraising:** *Mike*, Janet

**Mailing:** A mailing to encourage renewing or joining the Association was being planned and will be considered for sometime after the public is back to work, perhaps in October or early November. Mike will draft a new letter.

**Raffle:** The raffle is on hold.

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

**Churchill building:** The new swimming pool in Stamford will be built behind the Churchill building, near where the Little League field is. This may help the village find a new use for the building once SVL leaves the premises.

Linda reported that SVL has received preapproval to submit an application for a rural construction grant through the USDA. The estimated budget is for \$1,658,000.

The board will speak to the Village's mayor about its plans for using the Rexmere property and whether space might be made available for SVL.

A search committee for an architect experienced building libraries was formed, consisting of Stephanie, Linda, and Ellen.

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

**Anti-harassment forms:** Pat distributed anti-harassment forms for signatures of individual trustees.

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

### **Old business**

**Building repairs:** Pat cannot submit work requests because the library does not have access to the school's intranet network. The temporary solution is to email Brian with a copy to Laurel and to hope that Laurel will follow up.

**Willis collection:** Pat, Linda, and Karen Cuccinello picked up the material from the home of Anne Willis. Material from her mother's collection was left for the library's historical collection; material from Anne's collection was left for Stamford (Karen is Village Historian).

### **New business**

**Resignation:** Carol Campbell has resigned from SVL's Board of Trustees, effective immediately. Her term expires in January 2022, so current trustees will need to elect a replacement for the one year remaining in her term.

**Election:** At the Association's annual meeting, planned for September 28, there will be an election for terms expiring in January 2021, currently held by Millie, Mike, and Ellen. Millie has opted to retire from the board at the end of her term, but will nominate an Association member to run for the board. She will also ask John Hubbard if he is interested in running.

**Adjournment:** Meeting was adjourned at 7:25 p.m. (motion by Mike; second by Janet).

### **Upcoming meetings and events of interest**

**Monday, September 28**, at 6:00 p.m.: Annual board meeting. Location to be determined if not in the library itself.

**Monday, September 28**, at 6:30 p.m.: Regular board meeting. Location to be determined if not in the library itself. Tompkins Trust new agent possibly to attend.

Respectfully submitted,

Ellen Thorn, Secretary