

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

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

Call to order: President Linda Stratigos called the meeting to order at 6:08 p.m.

Minutes: Minutes of the July 27, 2020, Regular board meeting, and the August 24, 2020, and September 9, 2020, Special board meetings 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 9/8/20 shows actual income at \$79,999 vs. budgeted income for the year at \$129,294; the statement shows actual expense at \$78,986 vs. budgeted expense for the year at \$128,948.

Wayne Bank Checking account statement on 8/31/20 had a balance of \$5,394; Wayne Bank Savings account statement on 8/31/20 had a balance of \$62,789.

Millie researched opening an Investor account at Wayne Bank, which will yield more than our Savings account with them. The board voted, at the August 24 Special meeting, to open a new account. The authorized signers are Barbara, Millie, and Linda.

Third-quarter statements are expected from **Tompkins Financial Advisors** and **Homestead Funds** in due course.

Donations have now been received from the Town of Jefferson (\$150, annually) and from the Town of Harpersfield (\$650, annually). Millie and Pat attended a Town of Gilboa meeting and Barbara will attend an upcoming Town of Stamford meeting, to ask for financial support of the library.

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, especially how helpful the staff has been. Board members expressed their appreciation.

As of September 8, the library has been reopened more widely. Polycarbonate desk panels are in place, which the staff has indicated makes them more comfortable while interacting with the public. Staff urges use of masks and hand sanitizer.

To promote social distancing, the children's computer, two patron desktops, and one laptop have been removed. Also most seating has been removed to discourage lingering.

The REALM Project, which specializes in library and archival materials and COVID

contamination, reported that traces of virus were found on materials that were stacked for six days, so like other libraries in the system we're quarantining items for seven days, in the Historical room. Donation and sale books have been discarded.

Pat has applied for grants through American Library Association (ALA) for mobile WiFi hotspots and data plans for two years; to O'Connor Foundation for supplies like polycarbonate panels and book trucks to be located around the library; and to Robinson Broadhurst for washable computer keyboards and mice.

Pat reported that Four County Library System (4CLS) has released the 2019 Annual report, which is a compilation of the reports from each library in the system. Although most libraries have seen declines in circulation, SVL is among a small number that has seen circulation increase for the past five years.

Apparently 4CLS has been advised that NYS may cut its budget, which would affect future microgrants and LLSA funding.

SVL volunteered to be a distribution point for free masks for schoolchildren. Donations came from as far away as Colorado! We've shared word of our effort and success on Facebook, on our website, and with the Mountain Eagle.

Online programs have been very popular. We've held over 100 virtual programs, with attendance over 100 people for some. The first in-person program to resume, last week, was Pre-K Storytime; we held morning and afternoon sessions at the Kiddie Corner.

Summer Reading Program attendance was low, although the staff put together great virtual programs involving Monster Hunts in the community, grab-and-go packets, and story stones for younger kids.

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. The *Mountain Eagle* reported on Pat and Millie's visit to Gilboa and included a long column of SVL's activities. Linda provided a list of SVL patron numbers from various local areas who are SVL cardholders, but it seems to be based on ZIP codes rather than patron's actual village or town.

Crediting SVL: When anyone submits articles based on SVL materials to the *Mountain Eagle* or to other public websites or venues, trustees ask that the library be credited. This is especially important as SVL works to involve local residents and patrons in our upcoming plans that affect the community.

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

Budget draft: Millie reported that the committee met earlier to work out some details for the 2021 budget. The proposed budget will be presented later in the year, when actual incomes and expenses will better reflect this year to date.

Building fund: Millie will open a new account with Homestead to be set up as a building fund.

Tompkins Financial Advisors will attend an upcoming board meeting.

Fundraising: *Mike, Janet*

Fall mailing: Mike will draft a letter for a mailing to encourage renewing or joining the Association, to be mailed in October. The board suggested adding Hobart (ZIP code 13788) and Harpersfield (ZIP code 13786) residents to the mailing.

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

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

Rexmere property space: Members of the board attended several meetings (on 8/13 and 8/17), with the Village board's park committee and a Village board workshop (on 9/1) to determine the feasibility of SVL obtaining space from the Village on which to build a new library. The park committee, intending to develop the Rexmere property gifted by the Robinson Broadhurst Foundation and other village parklands, was enthusiastic about the community having a hub that included the library and additional public educational purposes. The Village mayor is envisioning a community venue that will draw large public events and he is unwilling to sell or lease a portion of its property to the library. Barbara suggested SVL monitor progress and rally village support as we also continue looking elsewhere for a building site.

School's committee on Churchill building: Lyle was asked the status of the school building advisory committee and reports that it still exists (although it hasn't met recently) and will probably meet again in the future, "probably post-pandemic." The school has apparently offered the building to the Village, which is checking for building code violations.

We don't know the status of the Churchill heirs.

Building committee: The committee (Stephanie, Linda, and Ellen) has been reading about working with architects and seeking an architect experienced with building libraries. SVL obtained multiple copies of useful references to share among the trustees and staff. We've reached out to previous clients of Butler Rowland Mays Architects (BRMA) and were quite impressed with their feedback. We met with Peter Mays on a conference call (on 9/28) and were pleased with the depth and breadth of his expertise.

As a result, we arranged for a one-day workshop, 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. BRMA's expertise includes writing library grants, site selection, understanding community needs, and providing all the library furnishings — not just a sketch and a shell. We agreed to send Mays a floor plan, a copy of SVL's 2019 Annual Report, and the most recent survey we have from our patrons. The board voted (motion by Barbara; second by Stephanie) to allocate \$750 for the workshop and report, which was tentatively scheduled for November 9.

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

Anti-harassment forms: Signed certificates are required for all trustees and staff each

year. Training involves watching a video independently and participating in a discussion based on scenarios that Pat will provide at the next board meeting.

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

Change to charter: As we explore possible new properties, Linda asked SVL's lawyer Ellen Bach whether our charter requires that we relocate within our chartered area, that is, the Village of Stamford. Bach noted that much of the area surrounding SVL is underserved, so there's a strong indication that our charter area could be expanded beyond its current area.

Meeting frequency: As we go forward to plan and oversee construction of a new facility, it is likely that board decisions will be necessary more frequently than the current schedule of every other month. Since it's easier to cancel a meeting than to schedule one, for the immediate future the board will plan to meet monthly.

Adjournment: Meeting was adjourned at 7:15 p.m. (motion by Janet; second by Barbara).

Upcoming meetings and events of interest

Monday, October 26, at 6:30 p.m.: Regular board meeting. Location to be determined if not in the library.

Monday, November 9, time to come: Workshop with BRM Architects. Location to be determined.

Monday, November 30, 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