

Minutes of the Stamford Village Library Association Meeting Monday, January 25, 2021

Present at the library — or connected remotely (*) — were Trustees *Michele Ackerley (until Zoom failed at 6:15), Barbara Balliet, *Lyle Chastaine, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos, *Mike Teitelbaum, Ellen Thorn; and Library Director Erika Eklund; absent was Trustee Janet Wenner

Call to order: President Linda called the meeting to order at 6:01 p.m. Linda conducted the election of officers and turned the running of the meeting to Barbara as the new president.

Reorganization issues

Officers: A slate of officers was offered (motion by John; second by Lyle) and the following trustees were elected Association officers for one-year terms, to serve until the first meeting of January 2022:

- Barbara as president
- Linda Stratigos as vice president
- Ellen as secretary
- Michele as treasurer

Contact info: An updated list of trustees and personal contact information is to be prepared for trustees; for 4CLS for the annual report; for informing the LTA for its trustees' newsletter; for the website; and as otherwise needed.

Meetings: The board set regular meetings for 6 p.m. on the fourth Monday of every month in 2021. Before each meeting is adjourned, the next meeting date will be confirmed and also will be listed at the end of each set of minutes.

- ☐ Regular meetings for the rest of 2021 calendar year are scheduled for: February 22; March 22; April 26; May 24; June 28; July 26; August 23; September 27; October 25; November 22 (Thanksgiving is November 25); December 27
- ☐ Annual meeting is scheduled for September 27, at 6:00, with the Regular meeting to follow.

Committees: The president is a de facto member of all Standing committees; all committees are open to all trustees and all Association members; the chair of each committee is asked to inform all trustees when calling a meeting so they may participate. Committees may have their own budgets but need trustee approval to authorize payments.

- ☐ *Advocacy* (community public relations): Barbara (chair), Stephanie, Janet, Erika
- ☐ *Fundraising*: Mike (chair), Stephanie, Janet, Linda
- ☐ *Building* (planning, plant, and resources): Linda (chair), Stephanie, Lyle, Mike, Ellen
- ☐ *Finance* (financial oversight): Linda (chair), Ellen, John, Lyle, Michele

- *Personnel* (contracts, job descriptions, and reviews): Barbara (chair), Linda
- *Policy* (by-laws, policies, and rules): Ellen (chair), John
- *[Ad hoc] Long-range planning*: Erika (chair), Lyle, Barbara, Janet

Legal notices: The board agreed to continue using the *Mountain Eagle* as the official newspaper for the library's legal notices.

Banks/financial services:

- *Bank accounts:* The board agreed to continue maintaining the SLA's bank accounts and safe-deposit box at the Wayne Bank in Stamford. Linda and Barbara are authorized to sign checks for the library's accounts. Michele and the SLA bookkeeper Amy Maland (of J. Strauss and Associates in Cobleskill) are authorized to have online access for inquiries and to make online transfers within the library's accounts. Monthly account statements are sent to the library; Erika then provides copies to each trustee.
- *Bank safe-deposit box:* Linda, Barbara, Ellen and Erika have access to the safe-deposit box #318 at Wayne Bank.
- *Financial services institutions:* The board agreed to maintain the investment account with Tompkins Trust and the one at Homestead Funds. We need to confirm that both financial institutions have the notices on file from SLA that they need.
- *Credit card:* Only Linda and Erika are authorized to sign the credit card through Wayne Bank that Linda obtained.
- *Investment policy* was distributed for review at the February board meeting, after which copies will be sent along with updated authorizations to Tompkins Trust and Homestead Funds.

Insurance: The library has insurance with Kevin Hull at the Reynard agency through Utica National Insurance Group. Hull is exploring the possibility of a more robust liability insurance policy for the trustees. A certificate of liability for bookkeeper Amy Maland is on file with Reynard.

Contracts: Erika has an open-ended contract with SLA as its library director, with automatic renewal each year subject to both parties being satisfied with working conditions and performance.

Building access: Erika has a current list of people who have keys to the Churchill building.

Membership: Erika has Association and lifetime membership lists, which were updated for the Fall annual meeting.

Personnel policy signatures: Policies requiring individual trustee signatures (e.g., antisexual harassment; whistle-blowing) should be itemized and signed. Pat will review personnel files for trustees and staff to confirm that they contain all necessary signatures.

Minutes: Minutes of the December 28, 2020, Regular board meeting were accepted as revised (motion by John; second by Stephanie).

Financial reports

Financial reports were distributed electronically in advance of the meeting. The P&L statement for the year 2020 shows actual total income of \$135,769 vs. budgeted income for the year at \$129,294; the statement shows actual total expense at \$124,742 vs. budgeted expense for the year at \$128,948.

Wayne Bank Checking account statement on 12/31/20 had a balance of \$37,822; Wayne Bank Investor account statement (previously a Savings account) statement on 12/31/20 had a balance of \$50,420. Interest paid in 2020 was \$15.

Tompkins Financial Advisors quarterly statement for the fourth quarter lists an actual income of \$42,458 and an account value on 12/31/20 of \$2,741,700.

Homestead Funds annual statement lists an account value on 12/31/20 of \$260,929 (an increase over 1/1/20 of \$11,435). The value of the separate building fund account on 1/5/21 was \$50,188.

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

Library director's report

Erika distributed a written report and added verbal details to her report. The board confirmed that her job title as the CEO of the library is Library Director.

Annual report: Erika is working with 4CLS head Steve Bachman for guidance in preparing the report. 4CLS is also working on arranging a long-range plan process for libraries in the system.

Training: Erika took a virtual "Library Director's Crash Course" that Pat had arranged for her.

Grants: We submitted a proposal for a grant from Stewarts that would help us develop an ongoing "Crafternoon" story and craft program. We're also working on an IMLS grant administered by the Museum Association of New York.

Social media: Erika has been working on the Facebook page, the website, and submitting press releases to local newspapers to increase our presence with residents and community board members.

Program Worksheet: Erika prepared a Program Worksheet to aid in organizing the needs of each projected program, including description, supplies, cost, and contact person.

Uncluttering: In our effort to gain useful space, there are outdated electronics and other clutter to remove. Staff has been working to organize items of use and hopes that aging materials can be replaced.

Staff: New staff member Carine Bray has been trained and is become an asset and an ally with Rod for creative programing. The other new clerk decided to return to school and resigned. The opening is posted and Erika will interview candidates for a replacement.

Patrons: The library had an average of 133 visitors a week in 2020, in spite of the pandemic. Total circulation was 7,508 transactions, with the most coming from Adult Fiction (2,961) and DVDs (1,896). Staff was asked an average of over 35 reference questions per week.

Standing committees

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

Social media campaign: The committee will continue building a long-range social media plan until it can revisit physical meetings with local municipalities once COVID-19 is contained.

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

Finance (fiscal oversight): *Linda, Lyle, Ellen, John, Michele*

Line item definitions: Several new line items will need coding numbers for the new expense categories construction will require.

Building fund at Homestead: As requested, a building fund account was set up and about \$50,000 was moved into the account from our general Homestead account.

Fundraising: *Mike, Janet, Stephanie, Linda*

Next mailing: The committee will present to the board a statement supporting the purpose and timing of the next mailing as the basis for a spring annual drive. The mailing should emphasize acquainting all new (and current) residents with the library and its wonderful programs and services, holding off presenting information about the new building plans.

Building (was Infrastructure & resources): *Linda, Stephanie, Lyle, Mike, Ellen*

Community support: We expect to hear about the Robinson Broadhurst grant in the spring, after which we can prepare to emphasize gaining community support for our new efforts.

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

Documents: Committee will gather job descriptions and contracts for review and incorporation into policy guide.

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

Drafts of policy guide: Ellen is distributing policy guide sections and looking for feedback. Investment policy and personnel policy are scheduled for board review at next board meeting.

Long-range plan: *Erika, Barbara, Lyle, Janet*

Programing vision: The committee will meet to develop our vision for new and current offerings and report to the board at its February meeting.

Old business

Library name change: Linda will follow up on what needs to be done officially to

change the name to Stamford Library. We will roll out the new name slowly, without great fanfare.

We may want to create a slogan for the new library. (The new newsletter will use the phrase “Check it out.”)

Insurance: Linda has applied to Reynard to find an enhanced directors’ policy.

Lawyer’s retainer: A \$2,500 retainer for Ellen Bach will be sent, as approved at the December 7, 2020, board meeting.

New business

2021 Budget approval: The board reviewed and accepted the proposed 2021 budget (motion by Lyle; second by John).

Adjournment: The meeting was adjourned at 7:10 p.m. (motion by Stephanie; second by John).

Upcoming meetings and events of interest

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

Respectfully submitted,

Ellen Thorn
Secretary