

Minutes of the Stamford Village Library Association Meeting Monday, February 22, 2021

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

Call to order: President Barbara Balliet called the meeting to order at 6:01 p.m. The revised agenda includes items referring to a *Director's* report and a *Building* committee.

Minutes: Minutes of the January 25, 2021, Regular board meeting were distributed electronically prior to the meeting. The minutes were approved as corrected (motion by John; second by Linda).

Financial reports

Financial reports were distributed electronically in advance of the meeting. The P&L statement year-to-date for one month (through January 2021) shows actual income at \$459 vs. budgeted income for the year at \$135,776; the statement shows actual expense at \$11,875 vs. budgeted expense for the year at \$135,583.

Wayne Bank Checking account statement on 1/29/21 had a balance of \$27,806; Wayne Bank Investor account statement on 1/29/21 had a balance of \$60,397, which includes a deposit from Tompkins of \$9,964 and an interest payment for the month of \$6.75 (as compared to the interest payment for all of 2020 of \$14.97).

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

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

Operations

New hire: Ashley Clark from Jefferson has joined the staff as a clerk.

NYLA + LTA renewal: The library's membership was renewed early (expires April 2022; fee is up \$30, to \$180) and includes the LTA rider for the benefit of the trustees.

Annual Report: The report for the state has been completed. Copies will be distributed to the trustees.

Fundraising: Donations in response to the October mailing have slowed but not stopped. Total, including year-to-date amount of \$140, stands at \$5,557.

Carpet cleaning: Carpets were cleaned mid-February.

Programs and Outreach

Large-print books: The program has been restarted, which had been on hold due to the pandemic. About 40 books were picked up from the Pavilion at Robinson Terrace and 20 were dropped off.

Garden discussion group: The program was restarted, holding a virtual meeting with a group of seven over Zoom on February 8. Invitations for the next meeting, scheduled for March 8, will be issued on the website and through other social media in advance of the popular seed swap program with Kristina Zill.

Outdoors group: A program is being planned that will tie in presenters and attendees on everything from geology to plant and tree identification to geocaching to hiking the Catskill trails and peaks.

In order to control access to planned virtual meet-ups, a dedicated email address has been created: <StamfordLibraryEvents@gmail.com>.

Preschool story time: The program offered to the Kiddie Corner Preschool students will be set up to reach a wider audience over our Facebook page, similar to what Rob uses for Yoga.

Crafternoon: We're planning to launch a new series for children in March, and are hoping to win a possible grant from Stewart's.

"Blind Date with a Book": About 40 participants have submitted reviews for the gift-wrapped books and for a drawing to be held on March 1.

Notary: Having a notary available in the library would be an appealing new community service. Two staff members have expressed interest in being trained and certified.

Wireless printer: We are waiting for 4CLS to connect a wireless printer so we can allow patrons to print directly from their own devices, in color or black and white.

Local history programs: It's possible that Karen, our archives clerk, would create some virtual history programs for social media platforms from her slide presentations. She also wonders if there's a budget for her to acquire items for our history collections.

Social media: The library's social media presence continues to grow — and we're tracking our Facebook activity. Web designer Craig McMillan at C & S Internet Solutions is interested in redesigning our website.

Committees

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

Social media: The committee is submitting articles, posting library news and planning long-range activities. Erika reminds us to visit our social media venues and to "like" and share our pages.

Website: A vibrant website will help draw in the public. The committee will meet, before the March board meeting, to prepare a list of elements to be included and a timeline. Committee members are encouraged to explore websites at other libraries.

Mapping patrons: Ellen plans to identify patrons by municipality, which will provide data for future visits to local community boards.

Building (planning, plant, and resources): Linda (chair), Lyle, Stephanie, Mike, Ellen

Architect: We expect to hear in May from Robinson Broadhurst about a grant for the architect (Paul Mays of Butler Rowland Mays); BRMA has been informed that we cannot commit until then. In the mean time, the committee will compile a list of properties for review and comparison to present to the community.

Legal: Retainer was sent to the attorney, Ellen Bach.

Charter: Linda will follow up regarding revisions to the charter with Sharon Phillips of the NYS Division of Library Development.

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

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

Fundraising: Mike (chair), Stephanie, Linda, Janet

Next mailing: The next mailing, a letter in late April or early May, will target new area homeowners (280 new purchases this past year) and introduce them to the library and its services. Race Printing will charge \$230 for a mailing of 280 that contains a single letter or \$280 for a mailing that also contains a return envelop. The board opted for including the return envelop.

It'll be useful to know the number of donations/checks that came in during 2020, so we can calculate and compare response rates.

[Ad hoc] Long-range planning: Erika (chair), Barbara, Lyle, Janet

Planning: The committee will prepare revised long-range plans, for presentation to the board at its next meeting, so as to be ready to share with the community our vision for the new facilities.

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

Job descriptions: Barbara and Erika are revising job descriptions, which will be redrafted for review at the March board meeting.

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

Association membership: Trustees asked for clarification of what membership entails. Ellen will prepare a description for the March meeting.

Drafts of policy guide: Ellen will continue working on drafts of the various sections for board review and comment.

Old business

Trustee insurance: The board voted (motion by John; second by Janet) to accept Reynard's recommendation for increased Directors' and Officers' and Employment Practices Liability insurance coverage, for \$843. By replacing the D & O coverage we've been carrying through Utica, we would save \$383 a year, for a total annual increase of \$460.

Investment policy: The board reviewed and approved the updated investment policy, which had been distributed in advance of the meeting. Copies of the revised policy should be forwarded to the library's financial services.

Library name change: The board will explore what paperwork will be required by the state, the bank, and otherwise, to change the library's name officially.

New business

Audit: The board is asked to consider having an audit done. We had a professional audit completed in May 2015 for the years ending 2014 and 2013, by Mostert, Manzanero & Scott, for a fee of \$7,000. Linda will get a cost estimate from Tony Manzanero. Erika will ask 4CLS for its recommendations.

Adjournment: The meeting was adjourned at 7:18 p.m. (motion by Lyle; second by Mike).

Upcoming meetings and events of interest

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

Respectfully submitted,

Ellen Thorn
Secretary