

Minutes of the Stamford Village Library Association Meeting Monday, March 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 (sans notice) was Trustee Michele Ackerley

Call to order: President Barbara Balliet called the meeting to order at 6:04 p.m.

Minutes: Minutes of the February 22, 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 (through February 2021) shows actual income at \$10,874 vs. budgeted income for the year at \$135,776; the statement shows actual expense at \$19,701 vs. budgeted expense for the year at \$135,583. The board agreed to itemize a few more items, rather than lumping them together. Finance committee is working on it.

Wayne Bank Checking account statement on 2/26/21 had a balance of \$20,098; Wayne Bank Investor account statement on 2/26/21 had a balance of \$60,397, which includes an interest payment for the month of \$6.95.

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

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

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

Library director's report

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

Operations

Annual Report: Erika received kudos from 4CLS for completion of her first annual report for New York State. Copies of the 2020 report (and the recent 4CLS annual reports) will be distributed to the library's trustees.

Wayne Bank paperwork: Erika worked with the bank to submit a completed loan forgiveness application earlier this month for the PPP Loan received in 2020 during the pandemic, or if it's expected to be forgiven in 2021.

Ellen submitted the letter prepared in January regarding authorized signers directly to Wayne Bank. Paperwork from Wayne Bank was circulated for appropriate signatures during the meeting.

Fundraising: So far, the October mailing raised \$5,607, with 112 separate donations.

Quarantine of library materials: The quarantine has been lifted by 4CLS, freeing up use of the Local History Room for small groups and other uses.

Grants: We've received a \$1,000 grant from Stewart's ("Holiday Match") for children's craft programs and replacement toys. We'll use it for a Crafternoon Series.

A grant report is due Robinson Broadhurst on April 1.

Collections: Erika has been reviewing the DVD titles in our collection and updating our records to match the reality. She plans to do the same with our Large Print titles. She has also been reviewing our magazine subscriptions to appeal more to current patrons. She has also arranged for dedicated space for graphic novels in the juvenile and young adult sections, to make search and retrieval easier.

A Dr. Seuss title that will no longer be published has been removed from the circulating collection to protect it from becoming someone's personal collector's item!

Job descriptions: Erika distributed staff job descriptions she and Barbara drafted, for review by trustees.

Personnel and human resources policies: In addition to the section of our policy guide that Ellen distributed for review in January, Erika has reached out to other local libraries for their policy materials.

Pandemic vaccines: Vaccines against the COVID-19 pandemic have been made available to all library workers.

Programs and Outreach

"Check It Out": In March we published the first newsletter, branded as "Check It Out," since the pandemic started. It included staff photos and biographies. It's available in the library, on the website <svlny.org>, and Facebook <facebook.com/SVLNY.org>.

"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.

Garden discussion group: The group met again over Zoom on March 8.

Seed Swap: The Seed Swap has returned to the library this season.

Camp HERE: Plans are going forward for the local summer reading program that uses the library for some of its activities.

World Poetry Day: Stewart's donated ice cream cone coupons for our promotion of World Poetry Day. We've set aside some coupons for future programs.

Virtual Story Time: We've improved the planning process and now clear permissions in advance for Story Time. We'll continue on a virtual basis until we can resume in-person events.

Social media: With our social media presence growing, new patrons are signing up for library cards and becoming familiar with and involved in our many offerings. A web design company (CMS Internet Solutions) submitted a proposal to redesign our website; the board has reviewed various sites and studied the proposal. The library staff intends to maintain and update the web site. Erika will send further info to the board prior to the next meeting for discussion and decisions.

Karen has prepared a few articles that are ready to be added to the library's website and other social media sites.

Committees

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

Website: The committee will meet and prepare recommendations for the next board meeting.

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

Legal: Linda spoke with the attorney, Ellen Bach, to encourage progress with Sharon Phillips of the NYS Division of Library Development, for charter revisions. Emergency surgery has caused a delay.

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 once Ellen meets with the treasurer.

Audit: Linda will follow up on arrangements for an audit.

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

Next mailing: The next mailing, intended for early May, will target new area homeowners, to introduce them to the library and its services. A draft letter for board approval should be ready for approval at the April board meeting.

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

Planning: Linda reports that the state uses the library's long-range plan for its grant funding. The committee will prepare revised long-range plans, for presentation to the board, to be ready to share our vision with the community and with funding agencies.

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

Job descriptions: Barbara and Erika have revised job descriptions, for board review. The board agreed (motion by Linda; second by Stephanie) to approve them, so that Erika and Barbara can begin meeting with staff to discuss job roles. Any recommendations for modifications can be sent to Erika.

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

Association membership: Trustees asked for clarification of what membership entails — and why we ask people to join the association. The current benefits include being able to vote for association trustees and getting a discount on fees for returning overdue books. Another possible benefit is the use of the library's passes for local museums. Additional benefits may be considered, for discussion at a next board meeting.

Old business

Trustee insurance: Forms have been submitted for the new insurance. The new premiums will be paid.

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. The library can use a dba ("doing business as") name for the bank as an interim measure.

New business

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

Upcoming meetings and events of interest

Monday, April 26, at 6:00 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn
Secretary