

Minutes of the Stamford Village Library Association Meeting Monday, April 26, 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; Library Director Erika Eklund; Association member Millie Faulkner; absent (sans notice) was Trustee Michele Ackerley

Call to order: President Barbara Balliet called the meeting to order at 6:02 p.m.

Minutes: Minutes of the March 22, 2021, Regular board meeting were distributed electronically prior to the meeting. The minutes were approved as corrected (motion by Linda; second by Stephanie).

Financial reports

Financial reports were distributed electronically in advance of the meeting. The P&L statement year-to-date (through March 2021) shows actual income at \$12,504 vs. budgeted income for the year at \$135,776; the statement shows actual expense at \$28,263 vs. budgeted expense for the year at \$135,583.

Some income numbers on the P&L report don't match individual statements. On the P&L, Tompkins income is reported as \$9,964; whereas the quarterly statement reports \$10,639. On the P&L, Homestead income is reported as \$129, an amount that does not appear on the statement. On the P&L, interest income is reported as \$22, which doesn't match up with the Wayne Bank statement. The income projection for the Tompkins account is \$10,000 below that line item on the annual budget. We'll need to get clarification of these amounts.

Wayne Bank Checking account statement on 3/31/21 had a balance of \$9,576; Wayne Bank Investor account statement on 3/31/21 had a balance of \$60,413, which includes an interest payment for the month of \$8.19. An automatic payment to the IRS was taken, which was verified as an automatic monthly payroll tax payment.

Tompkins Financial Advisors quarterly statement for the first quarter has an income of \$10,639, a value of \$2,736,398, and an estimated annual income of \$42,071.

Homestead Funds quarterly statement for the first quarter has a value of \$215,878. After its first quarter, the building fund account has a value of \$51,509.

The board intends to review the Homestead accounts in May and consider moving some income into the building fund.

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

Library director's report

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

Operations

Insurance: State-mandated DBL/PFL and Baseline insurance premium invoice was completed and submitted.

PPP loan forgiveness: Erika had submitted paperwork for the Paycheck Protection Program (PPP) loan to be forgiven in full by the U.S. Small Business Administration (SBA) as part of the federal coronavirus rescue plan. Wayne Bank received payment and acknowledgment that the loan was satisfied.

RAG grant: The library was awarded a RAG grant of \$800 for the Youth Theater Improv Workshop series, being led by local theater professional Marisa Caruso for eight weeks. The grant required a \$100 match, fulfilled with equivalent staff time, marketing, and other support.

Robinson Broadhurst report: Erika submitted grant reports for the 2020 grant and the smaller COVID-19 grant that provided washable keyboards and waterproof mice.

History Room: The space has been cleaned out of materials quarantined there before return to regular shelving and once again researchers can do their own work instead of depending on Karen for access. Erika plans for Karen to provide some staff training of the collection to better assist the community.

Both for sharing history with the community and for backup, the library has larger flash drives so Karen can download her presentations and all the scanned images, which will be catalogued for patron use.

Erika has started using sign-in sheets for access to the History Room.

Long-range plan: Erika and Linda put together a survey for trustees regarding the library's long-range plan, which will be used by the committee to draft individual goals.

Lamination equipment: A laminator would be welcomed for in-house use and to provide an additional service to the community.

Employee management newsletters: Erika asked about subscribing to the many newsletters, manuals, signs, training kits, and other resources available through J. J. Keller. The board's consensus was that these are unnecessary.

Social media: Our social media presence has continued to grow. At the end of December, we had 437 Facebook "likes"; near the end of April, we had 552. This is a significant boost to the library's visibility and expansion of its content reach.

Large-print books: The large-print (LP) titles are being weeded and we hope to find enough shelf space for the fiction and non-fiction to share the space.

Other reshelving involves grouping graphic novels, relabeling young adult (YA) series, and placing new YA fiction with other new materials up front.

Programs and Outreach

Scheduled programs: In addition to new and returning programming already scheduled, Rod has been reaching out to the facilitators who led programs halted during the many months of COVID-19 closure, including literature group, knitting group, writers' evening, and meditation.

Walling on "Utsayantha: Where History and Legend Meet": Richard Walling will present a Zoom lecture in May.

“Porchfest” Concert Series: We will be part of Roxbury Arts Group’s concert venue along Route 23 on July 24.

RAG Writers evenings: Roxbury Arts Group wants to begin in-person meetings, limited to a small number of participants all of whom have been fully vaccinated.

Garden group: The group has been enjoying new members, both new to the community and longer residents new to the group, with more experienced gardeners sharing their expertise. The group has increased its meetings to twice a month.

Craftersnoon series for children: We received the craft supplies for the Grab-and-Go program. Carine and Rod have been selecting appropriate books to be read each month and followed by a related craft project.

Committees

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

Website: The committee assured the board that CMS is very accommodating and recommended accepting the CMS Internet Solutions proposal for building the library’s website. The board voted (motion by Stephanie; second by Janet) to sign its proposal.

Ellen gave Erika a flash drive of all recent minutes for adding to the website.

Photo library: One task the committee must move forward on is to build a photo library, to provide pictures of library activities and events for use on the website and other social media.

Meeting with village: Barbara and Janet will try to meet with the mayor to open a conversation of what plans and timeline the village has to accept the Churchill Building from the school district and its plans for post-library use of the facilities, so we can get an idea of when we must vacate the premises.

Logo campaign: The committee is considering a public contest or campaign for replacement of the current logo that includes the word village in its name. It’s possible we could advertise the new name with tote bags for promotion and/or sale.

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

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

Audit: Linda got an estimate from Tony Manzanero at Mostert, Manzanero & Scott of Oneonta to do a library audit for about \$5,400. This firm did the library’s most recent professional audit in 2015 for the years 2013 and 2014, for \$7,000. The board voted (motion by John; second by Mike) to go ahead with an updated audit.

Future budgets should include the cost of an audit at appropriate intervals.

A sample of a previous internal audit will be shared with the board.

Line item definitions: The committee will meet to review line item definitions for incorporation into the list available in the policy guide.

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

Next mailing: Mike distributed a draft of the next mailing, to target new area

homeowners and introduce the library and its services. Race Printing will have the one-page letter including a return envelope ready for mailing by May 5, at a cost of \$282.

Race reported that some of the addresses are “not valid”; Mike will research what this means, so we’ll know for future mailings.

[Ad hoc] Long-range planning: Linda (chair), Barbara, John, Stephanie, Janet, Erika
Planning: The committee will meet shortly to prepare revised long-range plans for presentation to the board, so we can 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

Policy reviews: Ellen has been distributing sections of the policy guide for trustee review. The board will take up some of the issues raised in the draft at the May meeting.

Old business

Library charter changes: According to the library’s attorney, the issues of the library’s name change, the official service area, and the expansion of the board are on the agenda for the July 12–13 meeting of the Board of Regents.

New business

Officer removal: According to the bylaws, Article III — Management, paragraph six: “Trustees who fail their obligation by not attending three consecutive regular board meetings will be considered as having resigned, unless they are excused by a majority of the remaining trustees.” As a result of Michele not having attended any meetings this year, the board released her from serving as a library board trustee.

Adjournment: Meeting adjourned at 7:26 p.m. (motion by Mike; second by Linda).

Upcoming meetings and events of interest

Monday, May 24, at 6:00 p.m.: Regular board meeting (both in person and on Zoom).

Respectfully submitted,

Ellen Thorn, Secretary