

Minutes of the Stamford Village Library Association Meeting Monday, May 24, 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; Library Director Erika Eklund; absent was Trustee Janet Wenner

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

Minutes: Minutes of the April 26, 2021, Regular board meeting were distributed electronically prior to the meeting. The minutes were approved (motion by John; second by Mike).

Financial reports

Financial reports were distributed electronically in advance of the meeting. The P&L statement year-to-date (through April 2021) shows actual income at \$26,550 vs. budgeted income for the year at \$135,776; the statement shows actual expense at \$47,609 vs. budgeted expense for the year at \$135,583.

Wayne Bank Checking account statement on 4/30/21 had a balance of \$14,437. Wayne Bank Investor account statement on 4/30/21 had a balance of \$63,852, which includes a year-to-date interest payment of \$29.76.

Tompkins Financial Advisors quarterly statement for the second quarter is expected at the end of June.

Homestead Funds quarterly statement for the second quarter is expected at the end of June. The board intends to review the Homestead accounts and consider moving some income into the building fund.

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

Library director's report

Erika distributed a written report and added verbal details to her report. She described the library after a year of pandemic as "inching back to normalcy."

Operations

Long-range planning: Erika and Linda have feedback from a survey for trustees regarding the library's long-range plan.

Personnel: Ashley Clark's pay rate was increased by 30 cents an hour after successful completion of her 3-month probationary period.

Carine Bray will be leaving end of June and Marta Villanueva will be leaving end of July. Notices and want ads will be placed and interviewing will begin shortly.

Electronic equipment: Laptops and other equipment idle during the pandemic has been updated.

Erika will research the purchase or lease of a printer that prints in color, prints from patron's personal devices, and scans as well as make black-and-white copies from the library's computers.

The new laminator is on board. Fees are based on cost of materials: \$1 for full sheet and 50 cents for smaller items.

Chairs have been moved back into use around the library, now that COVID-19 regulations are easing. Masks are still required.

Weeding: Large-print (LP) books have been weeded and removed books sent to good homes. Retrieved space made it possible to move LP titles to the LP shelf and off the book cart. Young Adult (Y-A) nonfiction is now housed with other nonfiction.

Funding: Applied to CORE Values for a grant of \$800.

Received a grant from Robinson-Broadhurst for \$23,441 for "Continuing to Meet Community Needs."

Construction aid workshop: Erika attended and supplied information to Barbara and Linda, who may want to share with the building committee.

Programs and Outreach

Programing safety: Erika suggests that all programing involving non-adult participants or audience members should require at least two adult library representatives be present.

Safety programs: Erika contacted Delaware Opportunities Safe Against Violence Organization looking for programs and facilitators for sexual assault and domestic violence prevention programs for various ages.

Program director report: Rod submitted a separate report for the trustees. He's been trying to communicate with all program facilitators we worked with before the pandemic. The Adult Literature group is considering the return to in-person meetings. The Knitting group has been meeting outdoors at members' homes. The Roxbury Writers group is getting ready to reconvene.

Garden group is now meeting twice a month. It has planned a Plant Swap outside the library on May 28 and 29.

Theater improvisation workshops began with outstanding success, with an average of 12 participants in each session.

Storytimes are being pre-recorded for better interaction with the audiences.

Crafternoon series for children launched with good participation. A package of tools and a craft kit is selected for each month's project.

Summer Reading program is being developed by Rod and Carine.

Calendar board: A new board by the door is attracting patron attention.

Display case exhibits: New displays are being envisioned and created for rotation, and have been scheduled for the rest of the year. The response to each monthly display is very enthusiastic.

Walling on "Utsayantha: Where History and Legend Meet": Richard Walling will present a Zoom lecture on May 27 sponsored by the library.

Senior outreach: Another batch of 20 books was delivered to the senior living center.

Check It Out newsletter invites patrons to share their hopes and inspirations for future programs and materials with library staff. We're also widening our reach to the broader community electronically (on various Facebook pages, updated website, newsletter) and physically (via notices and participation at local farmers markets, Roxbury Arts Group's "Porchfest" concert venue, and other events in Stamford).

Website: Progress is being made by CMS Internet Solutions to clone the current site and overlay the new theme, add the new features and content, and run a "soft launch" so staff and trustees can have a test run before actually going live and public.

We plan to get a new domain name that works efficiently, without the word "Village" in the URL. The new site will automatically connect from the current site.

Ellen has supplied Erika with a thumb drive of documents to populate the new site.

Committees

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

Meeting with village: Barbara and Janet met with Village Mayor Robert Schneider and Katie Graves about the Churchill Building, which he expects will transfer from school district ownership to village ownership by early 2022. The committee will arrange another meeting with the mayor to share details about the building's needed repairs and estimated costs by the school's architect; this should help the village project its costs and workload and anticipate when we might have to vacate.

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

Robinson Broadhurst grant: A requested grant to pay for the architect's initial study was denied. Linda plans to follow up with the new R-B management people to keep them better informed of the library's plans in the community.

Funding initial steps: The board voted (motion by Ellen; second by Stephanie; opposed by Lyle) to move \$20,000 from the Tompkins account for payment of the architect's initial proposal. Linda asked the board to review the proposal received in November and will confirm with Mays that it is up to date. The board can then vote on having Barbara sign at the June board meeting.

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

Audit: Linda will get in touch with Tony Manzanero at Mostert, Manzanero & Scott of Oneonta about scheduling the library audit approved at the April board meeting.

Line item definitions: Once there is a new treasurer in place, 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

Mailing: A mailing went out in early May, to properties listed as having new homeowners. Erika reports that donations so far have already covered our expenses.

Some of the mail was returned and Race reported some addresses as "not valid"; Mike will research this, so we'll understand for future mailings and can "clean" the list.

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

Planning: Linda had asked the board to complete a survey that would help the committee revise the library's long-range plans. The committee has a draft but will continue working on them for presentation to the board and then the community and with funding agencies.

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

Job descriptions: Barbara and Erika will revise the job description for archivist clerk before Erika and Barbara meet with staff to discuss new and revised tasks.

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

Policy reviews: The trustees have been reviewing sections of the policy guide and sending feedback to the committee. At the meeting, the board reviewed the personnel section and recommended several changes, which will be incorporated.

Old business

Officer removal: Because of commitments elsewhere, Michele Ackerley is no longer a trustee of the library.

New business

New trustee: The board needs to appoint a replacement to complete the term ending January 2024 and to elect a new treasurer to serve through 2021.

Safety plan: The board resolved (motion by Mike; second by John) to continue with the current Safety Plan, which has been confirmed with the Delaware County Public Health Department. These safety practices require all people in the library to wear masks covering the nose and mouth; to follow social distancing guidelines of maintaining six feet of distance wherever and whenever possible; and to limit library use to appointment times where appropriate. The director will check the guidance from OSHA weekly and report to the board when updated information is posted. These measures will be reviewed at the next board meeting.

Adjournment: Meeting adjourned at 7:21 p.m. (motion by Linda; second by Mike).

Upcoming meetings and events of interest

Monday, June 28, at 6:00 p.m.: Regular board meeting (in person and on Zoom).

Respectfully submitted,

Ellen Thorn, Secretary