

Minutes of the Stamford Village Library Association Meeting Monday, June 28, 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

Call to order: President Barbara Balliet called the meeting to order at 6:03 p.m.

Minutes: Minutes of the May 24, 2021, Regular board meeting were distributed electronically prior to the meeting. The minutes were approved (motion by Barbara; second by John).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

The **P&L statement year-to-date** (through May 2021) shows actual income at \$27,595 vs. budgeted income for the year at \$135,776; the statement shows actual expense at \$54,824 vs. budgeted expense for the year at \$135,583.

Wayne Bank Checking account statement on 5/28/21 had a balance of \$6,609. Wayne Bank Investor account statement on 5/28/21 had a balance of \$73,603, which includes a year-to-date interest payment of \$36.59.

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 Stephanie; second by Mike).

Library director's report

Erika distributed a written report, to which she and trustees added details and discussion. Rod also submitted a written report, on programs.

Operations

Personnel: Erika recommended hiring Megan Avery to replace Carine Bray and Lindsay O'Brien to replace Marta Villanueva. The board voted (motion by Linda; second by Barbara) to approve Erika's staff recommendations.

Lyle suggested Erika arrange exit interviews. Trustees thought this would be useful.

Erika will be on vacation July 17–27. Marta will be designated as in charge during her absence.

Funding: The CORE Values grant of \$800 was successful and funding was received. Award of a Robinson Broadhurst grant for \$23,441 for "Continuing to Meet

Community Needs” was acknowledged but not yet paid; Erika will follow up to learn when to expect the funds.

Donations from the Spring mailing to new property owners in Stamford amounted to \$395 from 10 donors. Six envelopes were returned as undeliverable, which we’ll try to remediate.

Amazon Smile reported donations of \$67 year-to-date. In the future, Amazon Smile will become an Other Income line item.

Building: The school mowed the lawn prior to the Flag Day parade.

Despite phone calls, messages, and an in-person visit, we have been unable to get the school to reinstall the library’s air-conditioners, which the school has stored elsewhere (not in the library). There’s also a light that we’ve been reporting as out for more than two months.

Safety plan: With the easing of COVID-19 mandates, the library has been removing Plexiglas barriers and returning seating, some toys, and the donation cart. We are also planning to reopen another computer station.

The board voted (motion by John; second by Stephanie) that unvaccinated visitors must be masked; that masks are optional for vaccinated visitors; and that the library director will determine the appropriate use of masks for the staff.

Programs and Outreach

Website: Erika has been working with CMS Internet Solutions to make progress on the website. Library staff has been documenting recent activities and creating an archive of photos to enliven the site. Erika is sensitive to getting permissions when needed to photograph people.

Workshops, groups, events: The Youth Improv Theater Workshop culminated in a performance for families and friends after meeting weekly over two months.

For the Flag Day parade, we had a tractor-drawn wagon with balloons, posters and theater improv students waving, along with marchers handing out candy to the parade audience.

Delaware County Safe Against Violence was invited to set up a table and distribute information before and during the parade. They will be back in the fall, with adult and caregiver resources and programming to keep children safe online.

Needlework Group and Roxbury Writers Group are again meeting at the library.

Crafternoon is even more popular going forward.

Summer Reading Program promises to be bigger than ever, with 60 students registered through Camp HERE alone.

Online yoga averages 6 to 8 live-time participants plus about 34 views afterward.

Seed Swap and Plant Swap were appealing and encouraged us to host a Produce Swap later in the season.

Also planned are a letterboxing adventure, an art exhibit with a one-woman show, sessions of Baby & Me Yoga, and a Preschool Story Time.

The trustees accepted the director’s report (motion by Barbara; second by Mike).

Committees

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

Meeting with Robinson Broadhurst: Barbara and Linda had a cordial meeting with board members of the Robinson Broadhurst Foundation, to keep them better informed of the library's plans in the community.

John informed the board that he has been appointed to the R-B Advisory Committee.

Meeting with Stamford Village: Barbara and Janet will seek another meeting with the village mayor. The estimate to maintain the library's portion of the Churchill facility is currently about \$40,000 annually. In March 2016, the school district's architect (March Associates) estimated repairs at \$667,750.

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

Meeting with architect: A remote meeting has been scheduled for July 7 to confer with the architect, Paul Mays of Butler Rowland Mays (BRMA). Mays will explain procedures and develop a timeline.

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

Audit: Linda and Erika collected paperwork for Tony Manzanero at Mostert, Manzanero & Scott of Oneonta, for the library's audit. Ellen was asked to supply the 2020 investment statements.

Line item definitions: Once there is a new treasurer in place, the committee can review and clarify line item definitions for incorporation into the list available in the policy guide.

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

May mailing: Some of the mail was returned as undeliverable; Erika kept these envelopes to research, so we'll understand for future mailings and can "clean" the list. Ellen volunteered Gerry Stoner to review the labels and track down the Post Office's problems, since he's been involved in doing bulk mailings for a number of years.

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

Planning: A meeting has been scheduled for July 12 to work on the library's long-range vision.

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

Job descriptions: Barbara and Erika will revise the job description for archivist clerk. Erika will schedule a regular shift of three hours a week in the library during open hours for the archivist clerk to interact with patrons and researchers, most likely on Tuesdays or Thursdays from 1 p.m. to 4 p.m.

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

Charter: The Regents of the State of New York will meet on September 13–14, at which time they’re likely to approve our requested changes in name, service area, and number of trustees.

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

Replacement trustee: The board invited Millie Faulkner to rejoin the board, to complete the term ending January 2024, and to serve as treasurer through 2021. We’re delighted she is willing to return, especially as we embark on this major construction project. She expects to attend meetings beginning in September.

New business

Report printouts: All reports have, to now, been distributed electronically prior to board meetings and have also been available as printouts at the meetings. In the future, reports will not be available in printed form at meetings unless requested in advance.

Adjournment: Meeting adjourned at 7:07 p.m. (motion by Janet; second by Barbara)

Upcoming meetings and events of interest

Wednesday, July 7, at 4 p.m.: Teleconference with architect

Monday, July 12, at 5 p.m.: Board meeting to discuss library’s vision

Monday, July 26, at 6 p.m.: Regular board meeting (in person and on Zoom)

Respectfully submitted,

Ellen Thorn, Secretary