

Minutes of the Stamford Village Library Association Meeting Monday, July 26, 2021

Present at the library were Trustees Barbara Balliet, Lyle Chastaine (via phone), John Hubbard, Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; absent was Library Director Erika Eklund

Call to order: President Barbara Balliet called the meeting to order at 6:06 p.m.

Minutes: Minutes of the June 28, 2021, Regular board meeting were approved (motion by John; second by Mike). Minutes of the July 7, 2021, Special board meeting were approved (motion by Janet; second by John).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

The **P&L statement year-to-date** (through June 2021) shows actual income at \$28,828 vs. budgeted income for the year at \$135,776; the statement shows actual expense at \$64,462 vs. budgeted expense for the year at \$135,583.

Wayne Bank Checking account statement on 6/30/21 had a balance of \$6,323. Wayne Bank Investor account statement on 6/30/21 had a balance of \$66,613, which includes a year-to-date interest payment of \$41.11.

Tompkins Financial Advisors quarterly statement for the quarter ending June 30 was not received on time. We're concerned that the Tompkins account is not producing the expected income. Erika will follow up on getting the statement once she returns from vacation so the board can review the actual results against anticipated sums.

Homestead Funds quarterly statement for the second quarter, ending 6/30/21, had a balance of \$224,362. The Building Fund had a balance of \$53,935 ending 6/30/21.

An invoice from the attorney for \$427.50 was deducted on 6/29/21, leaving a retainer of \$1,330.

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

Library director's report

Erika distributed a written report on July 7, prior to leaving for vacation, which Barbara reviewed during the meeting.

Operations

Personnel: Erika recommended hiring Carrie Sutton to replace Ashley Clark, who resigned. The board voted (motion by Stephanie; second by Ellen) to approve Erika's staff recommendation.

Exit interviews: Erika created an exit interview form for departing employees. Bray completed one; Villanueva and Clark will complete the form before they leave.

Volunteers: Shelby Kletchka and her helper from Springbrook have been volunteering, by straightening books and doing other tasks.

Funding: The letter requesting disbursement from Robinson Broadhurst for its grant was delivered on July 12.

Documents submitted for the Roxbury Arts Group grant for the Youth Theater Improv program included a written final report, budget, and clippings.

Taxes: Information required for Form 990 was compiled and sent to the bookkeeper.

Audit: Erika has worked with Millie to review information needed for the audit and to gather information from her and the bookkeeping firm. Also returned the Fraud Risk Inquiries form to our auditor.

4CLS training: Erika will meet with Brian Lee from 4CLS to train in the Blue Cloud analytics program, which will be useful in weeding and managing the collection, tracking trends, and collecting data for grants and outreach.

Programs and Outreach

Workshops, groups, events: Summer Reading Program has been going extremely well, with participation from both Camp HERE and from community members not involved with the camp. A full report is forthcoming.

Cemetery tour: Karen will be doing an historical cemetery tour on July 28. A press release and social media posts for the event have been prepared and distributed.

Porchfest: As part of the Roxbury Arts Group Porchfest on July 24, we will be hosting a session with Story Laurie at the library.

Books for seniors: Robinson Terrace Assisted Living facility has requested a batch of books early, as they are really enjoying receiving books from the library. Once visiting restrictions are lifted — after the COVID-19 pandemic is history — they've asked Erika to arrange a sort of book club program with residents.

Committees

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

Meeting with Stamford Village: Barbara met with Stamford Village Mayor Robert Schneider. Nothing new to report until, perhaps, after the August 12 school board meeting, which Janet offered to attend, to maintain our presence. The village will likely take up the outdoor maintenance tasks from the school district.

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

Field trip with architect: The field trip with Paul Mays has been postponed until the fall, once the libraries on the list are ready to accommodate visitors after the COVID-19 ordeal. Mays sent a set of floor plans for us to study in the interim.

Linda has found another possible property, currently an empty field. She will send her revised list to Mays.

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

Line item definitions: Once the audit is complete and Millie has become familiar with recent statements, 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

Next mailing: We plan to wait to inform the community of the library's latest plans until autumn, at which time we'll have more specific and coordinated plans to share.

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

Planning: Linda will merge the specific suggestions submitted by board members into a list for discussion at the August board meeting.

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

Job descriptions: Barbara and Erika will revise the job description for archivist clerk. Erika will report on the new schedule of a regular shift for the archivist clerk to interact with patrons and researchers.

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

Audit: An audit is underway by Tony Manzanero at Mostert, Manzanero & Scott of Oneonta. The timing is particularly appropriate since the New York State Comptroller's Office is aggressively following non-profits.

New business

Signatories: Confirm that Millie is on the library's accounts as signatory — and add her for online access.

Political event: State Senator Peter Oberacker (51st Senate District) is having a Texas BBQ event on August 20 to meet some of his local constituents. Janet has offered to go to represent the library, with a packet of brochures describing library activities that she'll ask Erika to put together.

Cobleskill archives: Stephanie described the Cobleskill Library annex, which will be used for archives.

Contact information: An updated contact list of trustees will be distributed to the board.

Adjournment: Meeting adjourned at 6:53 p.m. (motion by Linda; second by Mike)

Upcoming meetings and events of interest

Thursday, August 12, at 6 p.m.: Stamford Central School board meeting

Monday, August 23, at 6 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary