

Minutes of the Stamford Library Association Meeting Monday, November 22, 2021

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

Call to order: President Barbara Balliet called the meeting to order at 6:00 p.m.

Minutes: Minutes of the October 25, 2021, Regular board meeting were approved (motion by John; second by Millie).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

The **P&L statement year-to-date** (through October) shows actual income of \$90,638 vs. budgeted annual income of \$135,776; this represents 66.8% of budgeted income after 83% of the year. (The \$38,000 portion in income from the tax levy from school district taxpayers doesn't reach us until November.).

The statement shows actual expense at \$106,869 vs. budgeted annual expense of \$135,583; this represents 78.8% of budgeted expense after 83% of the year.

The recommended changes we want to make in the P&L to clarify some line items were forwarded to Erika, but will have to wait until we have a new bookkeeper in place: Amy at J. Strauss and Associates is leaving and J. Strauss is undergoing further corporate changes.

The board voted (motion by Stephanie; second by John) to hire a new accounting firm to replace J. Strauss.

Wayne Bank Checking account statement on 10/29/21 had a balance of \$10,555. Wayne Bank Investor account statement on 10/29/21 had a balance of \$61,727, which includes year-to-date interest of \$79.

Homestead Funds quarterly statement through September reports a portfolio balance of \$222,981. The Building Fund through September reports a portfolio balance of \$53,612.

Tompkins Financial Advisors quarterly statement through September reports a portfolio balance of \$2,875,069, with an estimated annual income of \$44,055. (Current market value of the account on October 21, 2021, is \$2,933,875.)

Audit: We received a draft of the audit prepared by Mostert, Manzanero & Scott for the year ending December 2020, which was distributed to the board in advance of the meeting and which Millie reviewed with the trustees at the meeting. The board voted (motion by Barbara; second by Mike) to accept the draft.

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

Library director's report

Erika distributed a written report and expanded on it at the meeting.

Operations

Telephone service: The library was notified by AT&T that it will abandon landline service in our area. We were able to transport our existing phone number to Verizon as of November 22. Monthly charges are approximately \$32.12 plus taxes and surcharges and nonrecurring charges are approximately \$38 plus taxes and surcharges.

Personnel forms: Some personnel records were not up to date, but are now current and will be updated after the first of the year.

Rise in challenged books: 4CLS has arranged for a training session on the topic of books being challenged. We should review our policies.

Circulating collections value: 4CLS explained that collections values are calculated by multiplying total holdings by an average cost of \$17. Our present collection contains 21,975 pieces, or \$373,575. For insurance purposes, a realistic figure omits eBooks, which are titles stored digitally, offsite.

Special collection items: Erika has been researching some things in the library's special collections, which the trustees must declare as surplus if we want to deaccession anything from a special collection, such as the vases, the Ethan Allen book, Lamont Warner art, or the Peters' portrait of Dr. Churchill (see Managing surplus materials, in Section C: Governance).

History Room: Karen has committed to being present in the library from 11 to 1 on Fridays to assist patrons with their archive research. Patrons welcome the support.

A calendar in the History Room reflects coordinated time for various meetings, study sessions, craft projects, and other uses for the limited space.

Budget process and grant preparation: Erika has been working on budgeting and determining how much grant funding to request.

Fundraising letter: Erika has begun writing Thank-you notes for the donations in response to the early November mailing.

Membership list: Erika was able to retrieve the library's list of Association members.

Programs and Outreach

Veterans Display: Our display and POW/MIA table were very popular and received good press and public attention.

Making ornaments: Megan will hold a felt ornament workshop on December 4 for.

Caroling, cocoa, and cookies are scheduled for December 10.

Committees

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

Attending local meetings: Erika attended the November 16 Village board meeting. Dates for upcoming Village and School board meetings are listed at the end of the minutes.

Building (planning, plant, and resources): Linda (chair), Lyle, Stephanie, Mike, Ellen
Architect meeting: Paul Mays will attend our December meeting to discuss potential library locations and to get feedback from the trustees on what we need in a new library.
Visit to Methodist Church: Gary Williams invited the board to visit the local church to consider its viability as the library's new home. He took three trustees on a tour and gave the keys to Erika for further visits.

Finance (fiscal oversight): Linda (chair), Millie, Ellen

Accounting firms: The committee has collected recommendations and will make a list of tasks we need completed by the new firm the library will hire.

Personnel issues: In preparing to draft a budget for 2022, the committee sought legal input from attorney Ellen Bach, who explained salary and wage requirements, and sick leave policy required by the state. She will draft a policy for us before the end of the year. All employers with five or more employees — SLA has six — must allow sick leave. Sick time accrues as a liability until it is used and should appear on each paystub.

The board went into Executive session at 6:35 to discuss a personnel issue. It came out of Executive session at 7:02. It will draft a policy for review at the next board meeting.

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

November mailing: Donations in response to recent mailing have begun arriving; after a week, we've received \$2,440.

A large number of envelopes were returned as undeliverable. The committee suggests addressing the envelopes to "Friend of Library" (avoid "Occupant") so they're not returned if name and address don't match; and to purchasing a new list for the next mailing.

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

Job descriptions: Barbara and Erika are reviewing job descriptions and will revise those needing updates for board approval.

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

New policies will be incorporated into the guide once reviewed and approved by trustees.

Charter changes must be reflected in the Bylaws and sent to the IRS. A copy of the amended charter should be placed in the bank's safe deposit box. The Bylaws must be amended to reflect the change and incorporated into the policy guide.

Old business

Charter changes: The library was informed of approval of the amendment to the absolute charter by the Board of Regents of the University of the State of New York, effective November 2021. Our official name is now Stamford Library. Our service area is now the same as the Stamford Central School District, a population of about 2,880. The

number of trustees allowed on the library's board of trustees is between 7 and 11. (Note: This does not make Stamford Library a School District library; it is still an Association library.)

Adjournment: Meeting adjourned at 7:25 p.m. (motion by Linda; second by John)

Upcoming meetings and events of interest

Thursday, December 9, at 6 p.m.: SCS board meeting (Janet to attend)

Monday, December 20, at 5 p.m.: Regular board meeting (N.B.: date and time)
(Kevin Hull of Reynard's Insurance to attend; architect Paul Mays to attend)

Tuesday, December 21, at 7 p.m.: Village board meeting (Erika to attend)

Thursday, January 13, at 6 p.m.: SCS board meeting (Janet to attend)

Monday, January 24, at 5 p.m.: Regular board meeting (N.B.: verify time):
election of officers for one-year term; committee assignments

Tuesday, January 18, at 7 p.m.: Village board meeting

Thursday, February 10, at 6 p.m.: SCS board meeting

Thursday, March 10, at 6 p.m.: SCS board meeting

Thursday, April 7, at 6 p.m.: SCS board meeting

Respectfully submitted,

Ellen Thorn, Secretary