

## **Minutes of the Stamford Library Association Meeting Monday, December 20, 2021**

Present at the Stamford Library: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), Millie Faulkner, John Hubbard, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner (via Zoom); Director Erika Eklund; Absent: Stephanie Rubin-Ruquet. Also present: Agent Kevin Hull from Reynard Insurance (attended until 5:12); Architect Paul Mays from Butler Rowland Mays (attended 5:16 to 6:12)

**Call to order:** President Barbara Balliet called the meeting to order at 5:03 p.m.

**Insurance review:** Agent Kevin Hull reviewed some insurance elements with the board. Paying by installment carries a fee we choose not to pay, so going forward we'll save about \$200 by covering annual fees in a single payment for workers compensation and non-owned auto policies.

Hull also confirmed the estimated value of our collection without inclusion of ebooks at \$609,000. He suggests we have appraisals done on special items, so we can consider carrying insurance for special collection items.

**Architect review:** Paul Mays attended to share his preliminary evaluation of possible existing sites based on objective reality. Of the eight sites we reviewed, we eliminated two completely and rated two others as to be set aside. We'll continue to explore the other four, for now.

Mays wants to meet with the staff in January and then with the board committee.

**Minutes:** Minutes of the November 22, 2021, Regular board meeting were approved (motion by John; second by Mike).

### **Financial reports**

Financial reports were distributed electronically in advance of the meeting.

**BQ Tax and Accounting:** As a result of discussions with BQ in Cobleskill — the company that J. Strauss and Associates (our previous bookkeeper) merged with — the board voted to hire BQ for 2022 and revisit for 2023 (motion by Millie; second by Linda). Estimated charge for 2022 will be \$3,570. Transitioning may take a while, but reports promise to be more complete.

The audit for the year ending December 2020 prepared by Mostert, Manzanero & Scott has been shared with BQ.

As requested, BQ calculated and generated a new report for tracking staff sick leave accruals, which will be maintained going forward, with accruals to appear on staff paystubs.

**P&L statements** year-to-date through November 2021 have been delayed temporarily during the transfer. The recommended changes to the P&L are also delayed. Once a budget for 2022 is finalized and approved by the trustees, it will be shared with BQ for comparison on the monthly P&L statement. The P&L statements will be provided later in each month, and closer to each board meeting, for more up-to-date information.

**Wayne Bank** Checking account statement on 11/30/21 had a balance of \$42,814. Wayne Bank Investor account statement on 11/30/21 had a balance of \$61,735, which includes year-to-date interest of \$87.

Millie reviewed the Accounts Payable report against the Checking account statement.

**Homestead Funds** will provide quarterly statements through the fourth quarter at the end of December for our Regular account and for our Building Fund account.

**Tompkins Financial Advisors** will provide a quarterly statement of our portfolio balance and estimated annual income through the fourth quarter at the end of December.

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

### **Library director's report**

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

### **Operations**

**Fundraising:** Erika continues to write thank-you notes for recent donations.

**Collections policy:** Evaluation of books for and in our collection is becoming a growing issue according to 4CLS, with censorship and safety issues at stake. Erika requests a board committee to review related policy. Details from our policy guide were shared with trustees earlier in December.

Janet will chair the committee. Erika will share a draft of a "Request for Reconsideration" form with the board.

**Robinson Broadhurst grant:** Erika submitted a grant for 2022 of \$23,892, up slightly from 2021, to include an increase in Hoopla costs and program support allocation. Magazine subscriptions and audiobook circuits were reduced.

**Telephone service:** We were able to transport our existing phone number to Verizon under its e-rate program.

**Computers:** We have three desktop and three laptop computers available for patrons.

We're waiting for an estimate on bringing the computer in the History room onto the network and are considering a new desktop through a 4CLS-sponsored COVID-19 grant.

**Special collection items:** Erika needs trustee input regarding the possibility of selling the Ethan Allen book, either as part of a Southeby's auction or through a private sale. Selling an item from our special collections requires that the trustees declare it surplus to deaccession it for sale. A list of such items, along with the value of each, must be kept indefinitely in a financial report for the state. Details about managing surplus materials and deaccessioning and disposal are sections of the policy guide that were shared with trustees a few weeks prior to the meeting for review and approval.

**New charter:** The library received the physical charter from the New York State Department of Education. John offered to have the oversized legal document framed.

***Financial paperwork:*** Erika will track programing stipends and issue checks to those running each session. Stipends will not be available in cash.

***History Room:*** Karen submitted a report on her activities since October.

### **Programs and Outreach**

***Recent events:*** Activities included an ornament-making workshop, decorating a tree at NYPA, caroling, Swedish Dala horse display, Crafternoon project.

### **Committees**

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

***Attending local meetings:*** Janet has been attending School board meetings. Erika has been attending Village board meetings.

Dates for upcoming Village and School board meetings are listed below.

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

***Architect meeting:*** Paul Mays will schedule a meeting in January with staff, for feedback about what they see as needs in a new library. He'll also meet with the building committee in January to review the site comparison map and matrix he created.

***Methodist Church reversion clause:*** Stephanie had raised a question about the property occupied by the church and the reversion clause mentioned in connection with some of it. We cannot know what this means 145 years later, without a legal evaluation of the property title.

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

***Personnel issues with financial implications:*** The board voted on three issues:

***Pay rate:*** The board agreed to increase the library director's hours to the 36 a week that the library is open.

The board president can approve up to a maximum of 40 hours a week — in advance of the occurrence — or Erika could accommodate an activity with different hours. No staff should exceed 40 hours per week.

Further, the board voted that effective January 1, 2022, the library director will earn \$23 per hour, the program director \$16 per hour, and all four clerks \$15 per hour.

Motion by Millie; second by John. Passed.

***Paid sick time:*** Staff is entitled to paid sick time. Consistent with New York State law, the board voted that once staff have each worked 40 hours, they are entitled to one hour for every 30 worked, taken in increments of at least four hours, to a maximum accrual of 40 hours. Sick leave includes time to care for others in one's immediate family.

Sick time will carry no cash value: staff is not entitled to payment in lieu of time off.

The board agreed that accrued time worked in 2021 will roll over into 2022 for paid sick time.

Motion by Barbara; second by Mike. Passed.

*Paid vacation:* The board agreed to offer one week of paid vacation to Erika at the beginning of 2022.

Motion by Millie; second by John. Passed.

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

*November mailing:* So far we've received 90 donations, totaling \$3,930.

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

*Job descriptions:* Erika and Barbara are drafting an archive clerk job description for board approval.

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

*New policies:* The committee has been incorporating policies and sharing drafts of the guide for trustees to review and approve.

*Charter changes:* With approval of the amended charter, these 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.

**Adjournment:** Meeting adjourned at 7:04 p.m. (motion by Mike; second by Millie)

### **Upcoming meetings and events of interest**

**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)

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

**Monday, January 24, at 5 p.m.: Regular board meeting (N.B.: verify time and date):** election of officers for one-year term; Reorganization issues to be confirmed; meeting dates for the year established; committees and assignments set; financial services and investment policy reviewed; insurance and other contracts confirmed; library memberships; personnel policies signed by staff and trustees and filed

**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