

Minutes of the Stamford Village Library Association Meeting Monday, August 23, 2021

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

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

Minutes: Minutes of the July 26, 2021, Regular board meeting were approved (motion by Mike; second by John).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

The **P&L statement year-to-date** (through July 2021) shows actual income at \$52,684 vs. budgeted income for the year at \$135,776; the statement shows actual expense at \$72,800 vs. budgeted expense for the year at \$135,583.

Wayne Bank Checking account statement on 7/30/21 had a balance of \$30,377. (This included a deposit on 7/28/21 of a Robinson-Broadhurst grant of \$23,441.) Wayne Bank Investor account statement on 7/30/21 had a balance of \$65,212, which includes year-to-date interest of \$54. Also included was a 7/12/21 deposit of \$6,591 from Tompkins.

Tompkins Financial Advisors quarterly statement for the quarter ending June 30 showed a value on 6/30/21 as \$2,868,580, with an estimated annual income of \$40,679. Since we had budgeted an income of \$51,728, we're concerned that the Tompkins account is not producing the expected income. Millie will arrange a meeting of Tompkins and the Finance committee and bring recommendations to the next board meeting.

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.

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

Library director's report

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

Operations

Audit: Erika has continued to work with the auditor to gather and scan reports back through the previous year. Erika met with Millie, who assisted in identifying documents and advising efficient procedures to be followed.

Federal grants: Millie and Bookkeeper Amy helped Erika renew the Sam.gov registration to keep us eligible for federal grants.

Gift value: Jim Brooks at Catnap Books will work with Erika to appraise some of the book donations given to the library.

Personnel: Working through staff changes, training, and adjustments has been enervating but productive. Erika believes current staff arrangements are right.

Google Calendar: Erika has created a shared Google Calendar, in advance of the new website launch, for trustees and employees to have access to the same information.

Program procedures: New procedures and policies are being planned to improve checks and balances, reporting, and managing of each active program offered.

4CLS training: Erika met with Brian Lee from 4CLS for training in the Blue Cloud Analytics program, which will help in weeding, patron registration, cataloging and other management tasks.

Programs and Outreach

YouTube Channel: The library began to add videos to a new channel. It also created an Instagram account and plans to populate Instagram Reels to capture new audiences.

New patrons: We plan to encourage school students during library card signup week by offering goodie bags with bookmarks, pencils, and library applications included.

Cake pans collection: The library has begun collecting cake pans with the intent of having patrons check them out. Any unique or attractive pans would be welcome.

Letterboxing Hunt for Teens: This is another new offering for an age group often overlooked. Teens are invited to solve clues about box locations and get their booklets stamped to earn a raffle ticket for a grand prize.

Summer Reading Program was very popular and included new teachers, staff, parents, grandparents, and caregivers as well as preschoolers.

Porchfest was an appealing event.

Cemetery tour: The July tour was well attended. Three additional tours are scheduled.

Art exhibit: Our first art exhibit was very successful. Two more artists are scheduled for the coming months.

Display Case exhibits revolve and continue to draw interest from our patrons.

Other groups: D&D and the Garden Group are both gaining members. There are plans for a Produce Swap later in the season. Adult Literature Group is delighted to have resumed in-person meetings. Numerology workshops resume this month. The Hand Needlework Group has steady attendance. Crafternoon continues its high participation. Online Yoga averages six participant live and about 25 additional views later. Board Game Night is being planned. Writers Circle will be headed by member Chris Hauser.

Committees

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

Village of Stamford: Barbara will draft a letter, for board review, emphasizing how little of the building the library occupies.

Attend local meetings: It is suggested that a pair of trustees represent the library by attending Village board meetings and School District board meetings. Dates for September and October meetings will appear at the end of the library board minutes. A sign-up sheet should be passed around.

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

Field trip with architect: Linda will arrange to reschedule the field trip with Paul Mays.

Local properties: In light of recent real estate activity, Linda has encouraged Paul Mays to visit Stamford sooner rather than later, to help with location planning.

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

Line item definitions: Line items will be reviewed and clarified once the audit is complete and Millie has become familiar with recent statements. Erika, too, is involved in assigning line items to the P&L.

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

Next mailing: Once trustees have met with Paul Mays, we can schedule how we will inform the community of the library's latest plans.

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

Planning: Linda shared a draft of a long-range plan, incorporating specific suggestions submitted by board members and asked for board feedback at the September board meeting.

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

Job descriptions: Barbara and Erika are revising the job description for archivist clerk.

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

Charter changes: The trustees, 7 of 11 of whom were present, unanimously passed a resolution (motion by John; second by Stephanie) to request that the Board of Regents of the University of the State of New York amend the absolute charter (1) to change the number of trustees to a range between 7 and 13; (2) to change the name to Stamford Library; (3) to designate the service area of the library to be the Stamford Central School District; and (4) to add the IRS language necessary for tax exempt status.

(A provisional charter was granted on October 17, 1907, which was made absolute on March 31, 1910, and amended on June 21, 1991, and on June 22, 2010.)

Old business

Audit: Tony Manzanero at Mostert, Manzanero & Scott of Oneonta is progressing on the library audit.

Signatories: The board voted (motion by Mike; second by Janet) to allow in-person or online access to Millie, as treasurer, so she can sign or review all the library's financial vehicles.

Political event: Janet attended the BBQ event on August 20 held by State Senator Peter Oberacker for members of his 51st Senate District, to represent the library.

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

New business

Arts Festival program by patron: A patron interested in creating an arts festival is looking for an umbrella organization for insurance and other sponsorship involvement. The trustees feel our own programs offer the staff enough challenges at this time; and suggested that she contact the Rotary, which has wonderful insurance.

Adjournment: Meeting adjourned at 7:10 p.m. (motion by Janet; second by Mike)

Upcoming meetings and events of interest

Tuesday, September 21, at 7 p.m.: Village of Stamford board meeting

Monday, September 27, at 6 p.m.: Regular board meeting

September: Paul Mays visit to SLA

Tuesday, October 5: field trip to other libraries

Thursday, October 7, at 6 p.m.: Stamford Central School board meeting

Tuesday, October 19, at 7 p.m.: Village of Stamford board meeting

Monday, October 25, at 6 p.m.: Annual meeting plus Regular board meeting

Thursday, November 4, at 6 p.m.: Stamford Central School board meeting

Respectfully submitted,

Ellen Thorn, Secretary