

Minutes of the Stamford Village Library Association Meeting Monday, September 27, 2021

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

Call to order: President Barbara Balliet called the meeting to order at 6:02 p.m.

Minutes: Minutes of the August 23, 2021, Regular board meeting were approved (motion by Janet; second by Mike).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

The **P&L statement year-to-date** (through August) shows actual income of \$80,932 vs. budgeted annual income of \$135,776; this represents 60% of budgeted income after 67% of the year. The statement shows actual expense at \$84,809 vs. budgeted annual expense of \$135,583; this represents 63% of budgeted expense after 67% of the year.

A few P&L statement issues were discussed. Erika and Millie have been improving the system of checks and balances. The audit that the board approved at its April 2021 meeting, for about \$5,400, is underway, although it had not been budgeted in the 2021 budget adopted at the January 25, 2021, meeting; budget lines will be added in the future for audit, legal, architect, Amazon Smile, and other expenses and income sources.

We agreed we're unwilling to pay building expenses that exceed the portion of the building the library occupies; the school district's vague annual maintenance estimate for the building hovers around \$37,000. (We have not calculated the library's portion nor negotiated our cost if the school were to sell the building [and land?] to the village.)

Erika noted that the Town of Harpersfield sent \$1,000 in September instead of the \$650 they sent in previous years. She and Millie reviewed invoices and bank statements for eight months through August 2021.

Wayne Bank Checking account statement on 8/31/21 had a balance of \$20,080. Wayne Bank Investor account statement on 8/31/21 had a balance of \$65,221, which includes year-to-date interest of \$63.

Tompkins Financial Advisors third quarterly statement will report through September after the close of the quarter. Its representative, Eric Detota, will attend the board's October meeting to describe the changes he made to rebalance the portfolio to increase its income (as opposed to its growth) after a phone meeting with the Finance Committee.

Homestead Funds third quarterly statement will report through September after the close of the quarter.

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

Library director's report

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

Operations

Program procedures: New procedures are in place for tracking and processing program information. Facilitators have their own folders for session reports; and stipends are tracked and paid weekly.

Book appraisal: Jim Brooks of Catnap Books purchased a few books and will appraise some of the more valuable book donated to and owned by the library.

History room organizing: Shelf dividers and an archival storage box have been ordered to help organize the History room.

Charter process: Notarized documents were forwarded to State Education Department as part of the charter revision.

WiFi upgrade: There had been a hold on purchasing a broadband upgrade (from coaxial to fiber optic) when we thought the library would be moving shortly. The connection has been upgraded, which should help Zoom meetings and patrons in general.

4CLS services: We are considering the 4CLS services we will purchase for the 2022 budget. It's likely we'll reduce one of the audiobook circuits, since more patrons are using Hoopla, Libby, and other Overdrive digital platforms.

Carpet cleaning: The carpets have been cleaned and the "mystery spots" (likely caused by moisture from under the carpet) are currently not evident.

Insurance renewal: The Reynard policy is available for review; it renews automatically.

Air-conditioners: Erika hopes the school will remove our units from the windows before the cold drafts begin blowing through the building. If we can find a place to store them on site, the school won't have to search for them once we need them next year.

Programs and Outreach

New patrons: Erika set up a table at the school's open house on September 15 and handed out over 50 branded goodie bags with items like bookmarks, pencils, and applications for library cards. Some of the brightly colored applications have already been submitted. "Baby Yoda" library cards have also been a draw.

New children's books: The library is collecting children's books to donate to the Christmas Feeling Fund. We've also agreed to be a donation drop-off point for Operation Christmas Child, in partnership with the Stamford Baptist Church.

Letterbox hunt for teens: This had great appeal — over 15 participants for a difficult young adult population.

In-person groups: These groups continue to be well-attended, especially D&D, gardening, knitting, adult literature, and numerology workshop. Crafternoon has had a decline, perhaps as a result of school opening. Online Yoga averages six participant live and an average of about 50 additional views later.

Display case exhibits revolve and continue to draw interest from our patrons. October's display will feature wool dyeing techniques by Julie Rockefeller.

Harvest Costume Festival: Our major event for October is a harvest costume festival. we're offering a costume workshop each Thursday in October to help patrons with costumes.

Committees

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

Robinson Broadhurst Foundation visit: The R-B Foundation board had a cordial visit with Barbara, Linda and Erika at the library. They acknowledged how crowded the current space is, asked about the village's response to the library's request to build on "Rexmere space," asked about our funding sources (both our own pockets and other granting agencies). We emphasized our community involvement, outreach, and feedback. They seemed supportive of our efforts and programs.

Village of Stamford: Barbara sent a letter two weeks ago to the village mayor and board (subject: Possible change of ownership of the Churchill Building), saying that if ownership is transferred, the library expects to pay a negotiated rent only on the portion it occupies. As of this date there has not been a response.

Attend local meetings: No discussion on trustees attending upcoming Village and School board meetings. Meeting dates appear at the end of the library board minutes.

(The official website posted that the village office will be closed on September 21, which is the date of its board meeting. As of September 29, no rescheduled date and no future meeting dates have been posted.)

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

Local properties: Linda arranged for Paul Mays to visit Stamford on October 1 to help evaluate possible building locations.

Field trip with architect: Linda arranged a field trip to other libraries with Paul Mays for October 5.

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

Tompkins account: The committee had a phone conference with Eric Detota at Tompkins on September 13. The statements show a lower income stream but with larger growth than expected; we estimate we'll earn \$38,000 (not \$51,728 as budgeted), but our principal will grow by \$132,182. To date this year, we've had 66% invested in equities and 31% in bonds; equities produce higher growth. We've asked Detota to rebalance our account closer to our 60-40 policy, so that we earn \$50,000 in 2022. We've also asked Detota to come to our next meeting to discuss our investment objectives; possible changes to our investment policy; possibly investing in Large Cap funds to improve the rates of return; possibly moving some of the higher-than-expected earned principal now (e.g., move \$120,000 into the building fund and \$12,000 to make up the budget shortfall).

Line items and definitions: Line items will be reviewed and clarified once the audit is complete, Millie has reviewed recent P&L statements with Erika, and thoughts turn to drafting a budget for 2022.

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

Next mailing: After meeting with Paul Mays, we'll schedule how and when to inform the community of the library's latest plans.

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

Planning: Linda incorporated specific suggestions submitted by trustees into a draft of a long-range plan. A finalized version will be prepared for adoption.

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

Staff: Erika is pleased that the library is fully staffed and functioning well.

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

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

Charter changes: The paperwork to amend the absolute charter (previously amended on June 21, 1991, and on June 22, 2010) has been notarized and forwarded for the Board of Regents of the University of the State of New York.

Old business

Audit: Tony Manzanero is making progress on the library audit. Erika needs some assistance from Millie to provide all that is being requested.

New business

Code of Conduct: Erika drafted a Patron Code of Conduct policy, which the board voted (motion by Ellen; second by Linda) to adopt. It will be posted in the library and added to the policy guide.

Projected raises: The board voted (motion by Linda; second by Mike) to budget a 3% increase for all employees beginning the first full pay period of 2022.

Adjournment: Meeting adjourned at 7:06 p.m. (motion by Mike; second by Janet)

Upcoming meetings and events of interest

Friday, October 1, at 10:30: Paul Mays visit to SLA for property search

Tuesday, October 5: field trip with Paul Mays 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
(Tompkins Trust rep to attend board meeting)

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

Respectfully submitted,

Ellen Thorn, Secretary