

## **Minutes of the Stamford Library Association Meeting Monday, January 24, 2022**

Present at the Stamford Library: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), John Hubbard, Stephanie Rubin-Ruquet (via Zoom), Linda Stratigos, Mike Teitelbaum, Ellen Thorn (arrived 6:10), Janet Wenner; Director Erika Eklund; Absent: Millie Faulkner

**Call to order:** The meeting was called to order at 6 p.m. by Barbara.

**Election:** An election of officers was held by voice vote. The following trustees were reelected to serve until the beginning of the January 2023 board meeting:

- President: Barbara Balliet
- Vice President: Linda Stratigos
- Secretary: Ellen Thorn
- Treasurer: Millie Faulkner

**Reorganization issues:** At the first meeting of the calendar year, the following topics were confirmed and updated.

**Contact info:** An updated list of trustees and personal contact information was prepared and distributed, so trustees, 4CLS, the library's annual report, the LTA section of NYLA, and others as needed will have up-to-date access.

**Meetings:** The board agreed to continue to meet monthly while planning a new facility, but at 5:30 p.m., on the fourth Monday of each month. Before each meeting is adjourned, the next meeting date is confirmed and included in each set of minutes for posting and distribution.

- Regular meetings for 2022 are scheduled for: January 24; February 28; March 28; April 25; May 23; June 27; July 25; August 22; September 26; October 24; November 28 (Thanksgiving is November 24); December 26.
- Annual meeting is scheduled for September 26, at 5:30 p.m., with the Regular meeting to follow.

**Membership:** Association and lifetime membership lists were updated for the annual meeting in October. One need not be a member to attend any open meeting or to join and participate on a committee.

**Committees:** The president is a de facto member of all Standing committees; membership is open to all trustees and to all Association members. Committee chairs are asked to inform all trustees when calling a meeting; and to report to the board on the progress and any recommended actions. Committees may have their own budgets but they still need trustee approval to authorize payments.

Current committees and members:

- **Advocacy** (community public relations): Millie (chair), Barbara, Stephanie, Janet
- **Finance** (fiscal oversight): Millie (chair), John, Linda, Ellen
- **Fundraising**: Mike (chair), Millie, Stephanie, Janet
- **Infrastructure** (physical plant and resources): Linda (chair), Barbara, Lyle, Mike
- **Personnel** (contracts, job descriptions, and reviews): Barbara (chair), Linda
- **Policy** (bylaws, policies, and rules): Ellen (chair), Millie
- **[Ad hoc] Building**: Linda (chair), Stephanie, Ellen,

**Legal notices:** The board has identified the Mountain Eagle as the official newspaper for the library's legal notices. Notices are also posted on the library's website and on the bulletin board at the front desk.

**Banks/financial services:**

- **Bank accounts:** The board agreed to maintain SLA bank accounts — Checking and Investor — as well as a safe-deposit box at the Wayne Bank branch in Stamford. Monthly account statements are sent to the library; Erika then provides copies to each trustee. Linda and Barbara are authorized to sign checks for the SLA accounts. Millie and SLA bookkeeper (BQ in Cobleskill) are authorized to have online access for inquiries and to make online transfers within the library's accounts. (Wayne Bank has been authorized to change bookkeeper service access on both SLA accounts; and a copy of the BQ certificate of liability for the bookkeeper is on file with Wayne Bank.) (Wayne Bank has also been instructed to change the library's legal name on all library accounts.)
- **Bank safe-deposit box:** Linda, Millie, Ellen, and Erika have access to the safe-deposit box, #318 at Wayne Bank.
- **Credit card:** Only Erika and Linda are authorized to sign the credit card through Wayne Bank in Stamford that Linda obtained.
- **Bookkeeping service:** The board agreed to employ BQ Tax and Accounting in Cobleskill at the start of 2022 and has provided BQ with a payroll engagement agreement letter.
- **Financial services institutions:** The board agreed to maintain the investment account we have with Tompkins Trust. The board also agreed to maintain the funds invested at Homestead Funds (under the adviser John Scott in the Kansas City office) and an account at Homestead for a Building fund. Both financial institutions have been informed about the

change in the library's legal name. All notices they need of the library's management have been provided.

- **Investment policy review:** The board reviewed and dated the library's investment policy for supplying updated copies to Wayne Bank; to Tompkins; and to Homestead.

**Insurance:**

- The board authorized a one-year renewal of its insurance carrier, Utica National Insurance Group, through Reynard agency (motion by John; second by Stephanie)
- A copy of the BQ bookkeeper's bond must be provided to Reynard for its records.
- Reynard has also been informed of the new official name of the library association.

**Contracts:** Per the library's bylaws, Erika needs a contract with the library as its library director. This can have an automatic renewal each year, verified at the time of the Reorganization meeting, subject to satisfaction by both the board as a whole and the library director with working conditions and performance.

**Website:** The board agreed that a letter of engagement should be prepared that defines the terms for our agreement with the website provider for ongoing maintenance and for updating.

The domain name <SVLnny.org> has been renewed for the year, to aid in a smooth transition to the new website, which is to be introduced shortly to the public. Generic Compositors, which has been hosting the current site, can install an automatic forward when the new site is complete.

**Mileage reimbursement:** \$0.58.5 per mile for 2022 for library business travel.

**Personnel policy signatures:** Some library policies require annual signatures from trustees and staff before these signed policies are filed within individual personnel files (e.g., anti-sexual harassment; whistleblowing). A convenient way to keep up-to-date is to have trustees sign these at the annual Reorganization meeting (and to have staff sign them as each attends an annual performance review with the library director). A list of these policies should be added to the Reorganization issues.

## **Regular meeting items**

**Minutes:** Minutes of the December 20, 2021, Regular board meeting were approved (motion by Linda; second by Mike).

## Financial reports

Financial reports were distributed electronically in advance of the meeting.

**P&L statements** through December 31, 2021 show total income as \$135,071 (vs. a budgeted income of \$135,776). Total expense for the year is shown as \$131,057 (vs. a budgeted expense of \$135,583.) — resulting in a \$4,014 net income for 2021. (For comparison, December 1, 2020, P&L shows income of \$133,737, expense of \$114,434, with a net income of \$19,303.)

**Wayne Bank** Checking account statement on 12/31/21 had a balance of \$38,932. Wayne Bank Investor account statement on 12/31/21 had a balance of \$61,743, which includes interest for the 2021 year of \$95.

In Millie's absence, Linda reviewed the Accounts Payable report against the Checking account statement.

**Homestead Funds** Regular account statement for 2021 lists an ending value of \$224,029, which includes a redemption total of \$50,000. (The beginning value was \$260,929.) The Building Fund account statement for 2021 lists an ending value of \$55,745. (The beginning value was \$52,395.)

**Tompkins Financial Advisors** account statement for 2021 lists an ending value of \$3,002,725, with a year-to-date income of \$41,223. (The beginning value was \$2,741,700.)

**Budget:** The budget shortfall, estimated at about \$22,300, is due mostly to the increase in payroll expenses; it can be made up from investment funds and increased fundraising efforts. Estimates for rent and utilities are guestimates because we have not yet received or negotiated a lease from the Village, our new landlord.

The board voted (motion by Linda; second by Janet; Lyle abstained) to pass the 2022 budget. It will be shared with BQ for comparison purposes on the monthly P&L statement that BQ will submit for board review each month.

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

## Library director's report

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

### Operations

**Personnel:** Individual personnel files are being updated, confirmed as complete, and sent on to BQ. Procedures for program stipends have also been coordinated and invoices for payment by check standardized.

**Churchill Building sale:** The Stamford Village board approved a contract to purchase the building from the school district. The Village mayor mentioned "items left by Churchill which should remain with the building," but did not mention or provide specifics or submit any details of item ownership.

Barbara, Linda, Mike, and Janet will form a subcommittee to meet with the mayor and Village board to discuss lease terms and then bring the proposed lease agreement (or discussion) to the Library board for review and approval.

**Grants:** Erika submitted a grant for \$3,000 to Stewart's; award will be announced in March.

We will submit a grant proposal in March to CORE Values, for use as a match for the O'Connor grant we will submit. We're hoping to purchase a new printer and have been obtaining specs and quotes.

We're hoping to receive another computer through a 4CLS managed-grant program during 2022.

**Annual report:** Erika is collating the data needed to provide the 2021 annual report to 4CLS.

**Collections development:** Erika will attend a webinar and involve those interested in helping to develop our own policy.

**Zoom:** We repurchased Zoom premium to help smooth our remote meetings.

### **Programs and Outreach**

**Ongoing programs:** Garden Group; Writers Circle; D&D Group; Crafternoon; Preschool Story Time; Online Yoga; Career Center; Display Case (displays scheduled for next 6 months). Knitting has adjourned until April; Illness has affected Numerology Workshop and Adult Literature Group. Program ideas for the spring include Support Group for Men; Karaoke Night; Computer Tutoring.

**Career Center:** Jason Stanton of Delaware County CDO Workforce Solutions offers a career center at the library every Monday, including GED prep, career coaching, resume writing, interview skills, internships and summer jobs.

**Local history lecture:** Karen scheduled a Zoom presentation, about the Side Streets of Stamford, which she's hoping can be offered again, but live, in the spring.

**Plate painting:** In contact with Studio for Arts and Crafts in Cobleskill about running a craft program for adults and young adults.

**Notary service:** Erika and Carrie are in the process of becoming notaries. They have taken a course at SUNY Delhi and are scheduled for testing in February.

**Social media posts:** We've been working on increasing our public engagement through community posts and programs. Well-received have been "Book Face Friday" series and "pay it forward" coffee.

### **Committees**

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

**Attending local meetings:** Janet reported that at its January 13 meeting the school board declared the Churchill Building to be surplus property and agreed unanimously to transfer ownership to the Village of Stamford. Closing date is not yet known.

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 meet with the board via Zoom on February 7 at 3 p.m.

**Finance (fiscal oversight):** Linda (chair), Millie, Ellen  
**Oversight:** Committee should view paperwork from our new bookkeeper as new procedures get settled.

**Fundraising:** Mike (chair), Stephanie, Linda, Janet  
**November mailing:** So far we've received 107 donations, totaling \$5,765.

**Personnel (contracts, job descriptions, reviews):** Barbara (chair), Linda  
**Job descriptions:** Erika, Barbara, and Millie met with Rod to review the Program director job description. Erika and Barbara will meet with Karen to drafting an archive clerk job description.

**Policy (bylaws, policies, and rules):** Ellen (chair), John  
**Policy review:** Policies for review or amending have been shared with the board so they can be approved and incorporated into the policy guide.

**Charter changes:** With the amended charter approved, changes must be reflected in the Bylaws and sent to the IRS.

John has taken the amended charter for framing.

A copy of the amended charter should be placed in the safe deposit box.

Notification of the library's name change should be shared with appropriate sources.

**Adjournment:** Meeting adjourned at 7:21 p.m. (motion by Linda; second by Janet)

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

**Monday, February 7, at 3 p.m.: Zoom with architect Paul Mays**

Thursday, February 10, at 6 p.m.: SCS board meeting (Janet to attend)

Tuesday, February 15, at 7 p.m.: Village board meeting (Erika to attend)

**Monday, February 28, at 5:30 p.m.: Regular board meeting**

Thursday, March 10, at 6 p.m.: SCS board meeting (Janet to attend)

Tuesday, March 15, at 7 p.m.: Village board meeting (Erika to attend)

**Monday, March 28, at 5:30 p.m.: Regular board meeting**

Thursday, April 7, at 6 p.m.: SCS board meeting (Janet to attend)

Respectfully submitted,

Ellen Thorn, Secretary