

Minutes of the Stamford Library Association Meeting Monday, February 28, 2022

Present at the Stamford Library: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), Millie Faulkner (via Zoom), John Hubbard (arrived 5:45), Stephanie Rubin-Ruquet (via Zoom), Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner (via Zoom); Director Erika Eklund

Call to order: Barbara called the meeting to order at 5:30 p.m.

Minutes: Minutes of the January 24, 2022, Regular board meeting were amended and approved (motion by Mike; second by Linda).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

P&L statements for January 2022 shows total income as \$9,070; and February 1–21, 2022, shows total income as \$3,592. Total expense for January 2022 is shown as \$8,454; and February 1–21, 2022, shows total expense as \$12,290. Year-to-date data plus totals against 2022 budget lines will be provided for future reports.

Wayne Bank checking account statement through January 2022 had a balance of \$29,882. Wayne Bank Investor account statement through January 2022 had a balance of \$70,068, which includes y-t-d interest through January 2022 of \$8.55.

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

Homestead Funds submitted a 1099 for 2021 dividends and capital gains; the total of capital gains was \$6,886. A quarterly report is expected in April.

Tompkins Financial Advisors quarterly report is expected in April.

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

Library director's report

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

Operations

Staff job descriptions: Erika and Barbara met with Karen to review and amend her job description. Once all staff performance reviews are complete and job descriptions revised as needed, they'll be submitted to the board for approval.

Employee files: Individual personnel files are being updated, confirmed as complete, and sent on to BQ.

Staff training: Erika worked with Karen to gain skills to present programs on Zoom. The programs went very well.

Program stipends: Erika created a new form to be submitted to bookkeeping for payment of program stipends. They will be submitted semimonthly along with payroll forms for payment by check.

BQ Certificate of Liability was received and submitted to Reynard Insurance.

Grants: A grant called "Meeting Community Needs Through Added Services" was submitted to O'Connor Foundation for a new multifunctional printer. If successful, matching funds would come from a CORE Values grant (being put together for submission) and from the direct mail fundraising campaign.

We received \$3,000 from the Restart New York Regrant Program through the Roxbury Arts Group for use in the puppet program that will travel to several local libraries in May and June.

Fiber optic installation: 4CLS has completed installation, providing the library with a fiber optic internet connection for wireless (WiFi) and hard-wired devices.

PayPal account: Erika found that about \$500 was in an account that hadn't been transferred to the library's checking account, moved the money and updated the notifications.

eRate contract: Erika completed and returned the contract to 4CLS.

Annual report: The 2021 Annual Report for New York State has been submitted to 4CLS for penultimate review before submission to NYS.

Programs and Outreach

Snow day isn't a slow day: Although the library had a weather-related closure on February 4, Erika was able to post a reminder encouraging patrons to use their library card to access titles on Hoopla and Overdrive.

Plate-painting workshop: Scheduled for April 2, limited to 15 participants with preregistration required. We'll encourage donations to help offset the \$300 fee from Cobleskill's Studio for Art and Craft.

Summer Reading Program: Held a planning meeting that included separating Camp HERE from Summer Reading.

Announcing Lifetime members: Erika plans to show the public's support by adding the list of lifetime members to the library website.

Career Center: Jason Stanton of Delaware County CDO Workforce Solutions is very pleased with the number of participants his weekly career center at the library is helping, currently 8. Stamford Library is his most active site.

Local history lecture: Karen's local history Zoom presentations about the streets of Stamford have been appealing to participants and have resulted in several generous donations. Another presentation is scheduled for late March.

Blind Date with a Book/Secret Valentine for Kids were very active: 17 adult and YA books and 27 juvenile books were checked out. Winners of the displayed baskets were selected on February 25.

Ongoing programs: Adult Literature Group (3 participated this month); D&D

Group (met online); Garden Group (5); Writers Circle (6); Crafternoon (23 Theme and 1 Essentials kit distributed); Numerology (2); Preschool Story Time (averages 10 from Kiddie Corner plus a few locals); Online Yoga (averages 6 live plus about 20 later); Career Center (8); Local history Zoom talks (14 on 2/3/22; 10 on 2/24).

Upcoming programs: Writer's Circle will be hosting a program, "Reading of Original Works," at 2 p.m. on March 20 at Liberty Rock Books in Hobart.

Karen has a Zoom lecture scheduled, *More Side Streets of Stamford*, for March 24 at 7 p.m.

Father James Krueger of Bovina will facilitate a 4-week class, "Secrets of the Kingdom: The New Testament Parables," on Wednesdays, starting March 16 at 6:30 p.m.

Committees

Advocacy (community public relations): Millie (chair)

Mountain Eagle article and response: On February 18, 2022, the newspaper ran an article about the library's occupancy in the Churchill Building. It included some statements the board felt needed responding to, because they implied that the library hasn't contributed to the building and is responsible for most of the repair work needed, which could negatively impact the public's perception of us. A letter to the editor was drafted and appeared in the paper on February 25.

We have not yet heard much feedback from our letter; only the weekend intervened between the appearance in the paper and the board meeting.

Building (planning, plant, and resources): Linda (chair)

Churchill Building ownership: No closing date yet for the transfer of the Churchill Building to the Village — or any evidence of what items in the building are owned by other than the library association. Nor has a draft lease appeared for the library's rental of the Churchill Building space it currently occupies.

Architect meeting: Architect Paul Mays held a Zoom meeting with most of the board (John was absent) on February 28, at which the board reviewed two of the sites we've been interested in. (We have had difficulty reaching the owner of a third site of interest.) Paul reminded the library board that as it considers the library's future home, its responsibility is to the library rather than the village.

Paul suggests we do get input from patrons, but not for site selection.

Another Zoom meeting is scheduled for March 25. The board asked Linda to have Paul move forward with details on both potential sites.

Building fundraising: Linda described the work of Financial Development Agency, a group that does feasibility studies of how much funding we can expect to raise from our community. They offer various services, among which are some Zoom training sessions for \$400–500. The board voted (motion by Mike; second by John) to invest in some workshop work with them. Linda will get a formal proposal.

Linda, Stephanie, Mike, and Janet will form a subcommittee for raising building funds.

Finance (fiscal oversight): Millie (chair)

Fundraising: Mike (chair)

November mailing: So far we received \$6,215 from 112 individual donors.

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

Job descriptions: Modified job descriptions will be submitted to the board.

Contractual letters: Revised letters of intent need to be written and signed for the website developer and for the library director.

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

Policy review: Three policies (on challenged books, surplus materials, and revised bylaws) had been shared with the board for review, discussion, adoption, and incorporation into the policy guide. Trustees were not yet ready to discuss.

On policy regarding challenged books, trustees suggested eliminating the paragraph referring to patrons under 17. In addition, Erika will distribute a challenge form for further discussion. Content from the webinar on Collections development should be incorporated into our policy on collection development.

It was suggested that surplus electronic materials be taken to 4CLS and that proceeds from deaccessioned historical materials not be restricted solely to noncirculating collections.

The charter changes must be reflected in amended Bylaws to be adopted and sent to the IRS.

Notification of the library's name change should be shared with appropriate sources, with the new name being used on public notices and legal documents.

Executive session: The board went into Executive session at 6:20 for two minutes to vote on a discrepancy in the letter of appointment with Erika. The board agreed (motion by John; second by Mike) to amend the letter to say 36 hours in lieu of the 34 hours the library is open and to issue a replacement.

Old business

Website: The website is officially finished as of February 28, with the exception of getting a letter of intent completed, signed by both parties, and filed for future reference.

Lease: We have yet to hear anything about the terms the Village intends to offer the library for leasing the Churchill Building space it currently occupies. A subcommittee (of Barbara, Linda, Mike, and Janet) plans to meet with the mayor and Village board to discuss lease terms and then to bring the proposed lease agreement (or discussion) to the Library board for review and approval.

Ethan Allen book: The board authorized (motion by Barbara; second by Mike) Erika to forward the book to Southeby's for auction, putting a reserve on it of half the fair market value.

Microfilm reader: The board authorized (motion by Barbara; second by John) Erika to investigate selling the microfilm reader and to bring her findings to the board for further action. Income from the sale should be put into the building fund.

Wall divider: To Karen's delight, Erika reorganized space in the History room and now has a room divider available for removal. Board suggestions include donating it to Harpersfield Historical Society or to CORE Values.

New business

Adjournment: Meeting adjourned at 6:40 p.m. (motion by Linda; second by John)

Upcoming meetings and events of interest

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

Wednesday, March 16, at 7 p.m.: Village board meeting (Erika to attend)

Friday, March 25, at 3 p.m.: Zoom meeting with architect Paul Mays

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

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

Tuesday, April 19, at 7 p.m.: Village board meeting (Erika to attend)

Monday, April 25, at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary