

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

Present at the Stamford Library: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), Millie Faulkner, John Hubbard, Stephanie Rubin-Ruquet, 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 February 28, 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 statement through February 2022 shows total year-to-date income as \$13,263 vs. an annual budget of \$141,252. (This represents 9.4% of the annual budgeted income.) Total expense through February 2022 is at \$21,996 vs. an annual budget of \$164,147. (This represents 13.4% of the annual expense budget.)

Budget and year-to-date data have been added to the report as requested. A few items have been identified as needing to be moved to more appropriate lines; Erika will work more closely with the new accounting firm to get these corrected before trustees approve the financial report.

Homestead Funds: Millie will discuss more frequent reporting from Homestead. A quarterly report is expected in April.

Tompkins Financial Advisors quarterly report is expected in April.

Wayne Bank checking account statement through February 2022 had a balance of \$22,518. Wayne Bank Investor account statement through February 2022 had a balance of \$70,076, which includes y-t-d interest through February 2022 of \$16.61.

Millie reviewed deposits with Erika as well as all checks and statements.

Library director's report

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

Operations

Staff training: There was a staff meeting, at which staff completed the sexual harassment prevention training.

Erika is worked with Karen on several Zoom presentations.

Staff job descriptions: To come from Erika and Barbara to board for approval once staff performance reviews are complete and job descriptions revised as needed.

Annual report: The 2021 Annual Report will be shared with the board once it has been submitted to the state by 4CLS. Erika will use it to create a draft report that the board can approve for sharing with the community.

Grants: Our grants.gov and sam.gov accounts have been updated in advance of applying for funding.

The O'Connor grant for a multifunctional printer has been approved.

We received a check for \$1,500 from the Stewart's Holiday Match program. (It's half the requested amount but \$500 more than received last year. We can use it as the match funding needed for the printer to be purchased with the O'Connor grant.)

Robinson Broadhurst report, due April 1, is required before it will grant the funding we requested in November.

New laptop: We're hoping for a new laptop, which we'll put in the career area of the history room.

PayPal account: We updated the account and created a new QR code for ease in donating.

Missing check: We paid Mount Vernon Fire Insurance Company by credit card because the missing check had not cleared in three weeks.

Book club books: It's not feasible to purchase enough hardcover copies of the latest titles for book club use. We will consider purchasing newly released softcover titles as well as other highly recommended older books.

Ethan Allen book: Erika prepared the material requested by Southeby's for its auction, including her personal information, followed by a copy of the SLA charter and minutes showing board approval of sale of the book.

Maintenance: We had the carpets cleaned in early March.

Programs and Outreach

Puppetsburg program: We received a \$3,000 grant through the Roxbury Arts Group to sponsor this program for our library and other local libraries in May and June. (The program needed a not-for-profit sponsor.)

Plate-painting workshop: To date we have 7 participants preregistered for the program beginning April 2.

Ongoing programs (date; attendance): Adult Literature Group (2); D&D Group (3/7: 7); Garden Group (5); Writers Circle (9); Crafternoon (34 Theme and 6 Essentials kit distributed); Numerology (3/30); Preschool Story Time (averages 10 from Kiddie Corner plus a few locals); Online Yoga (averages 4 live plus about 20 later); Career Center; Local history Zoom talks; Fr. Kruger (3/16: 5; 3/23: 9).

Writer's Circle hosted a program in Hobart of 9 writers reading from their works (3/20: 31 attended).

Beginning in April, Online Yoga will be held only on Wednesdays at 9 a.m. Wellness programing: Meditation with John O'Brian will be scheduled to begin.

Archival activities: Karen submitted a summary of her activities for the first quarter of the year. These include researching and writing articles for the

newspaper and FaceBook, giving Zoom presentations, creating PowerPoint presentations, and answering inquiries from historians and the public.

Committees

Trustees to confirm committee memberships committed to in January

Advocacy (community public relations): Millie (chair)

May invitational meeting: Before we try to raise funding, the committee will organize a short outreach program in the library to involve community leaders, focusing on what the library can do for the community. Millie will ask Senator James Seward to be involved as he's always been supportive of libraries. Millie, Barbara, Mike, and Erika will meet on April 5 to plan the May event.

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

Churchill Building update: Barbara reported that there's no closing date yet for the transfer of the Churchill Building to the Village and no draft lease has been offered to the library for renting the Churchill Building space it currently occupies. A subcommittee of Barbara, Linda, Mike, and Janet plan to review a lease when one is available and make recommendations to the board as a whole.

Architect meeting: A Zoom meeting with Paul Mays has been rescheduled for March 31; trustees are asked to attend from the library if possible so we can meet afterward for follow-up. We have had no success reaching the owner of a third site of interest, so we're likely to move ahead with only two possible locations.

Building fundraising: Linda collected concerns for Matt Blumenfeld of Financial Development Agency to cover in his proposal to the board about fundraising training. Linda will follow up for a progress report.

Erika will ask 4CLS for information about grants.

Finance (fiscal oversight): Millie (chair)

Fundraising: Mike (chair)

November mailing: Donations continue to dribble in from the appeal four months ago.

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

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

Website developer: Erika has a detailed proposal from the web developer, which she will use as the basis of writing a letter of intent, signed by both parties, and filed for future reference. His annual fee is \$600.

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

Policy review: The board reviewed, revised and adopted a policy on selection of library materials (motion by Barbara; second by Mike).

Linda, Ellen, and Erika will meet to review some of the other policies for the board to consider and approve, to ensure or compliance, including minimum standards.

Old business

New business

Sexual harassment prevention training: Erika sent the video to trustees for individual review. Part 2 of the training requires each trustee respond to scenarios, which we did during the meeting, after which we signed forms that we were in compliance.

Financial format: Stephanie reported that she'd like to share the library's spreadsheet formats with the Jefferson Historical Society. The board of course agreed.

Library logo: In support of the library, Catskills Tri-County Historical Views will advertise our logo with other supporters, but want one with our new name. We agreed it makes sense to delay creation of a new SLA logo until it can tie in with our new facilities. Erika thinks a contest would be ideal. A photo of the colorful and lively poster below the Circulation Desk will be offered.

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

Upcoming meetings and events of interest

Thursday, March 31, at 2 p.m.: Zoom meeting with architect Paul Mays (be present if possible, for meeting to follow)

Monday, April 4, at 11 a.m.: policy review (Linda, Ellen, Erika)

Tuesday, April 5, at 10 a.m.: advocacy committee to plan May event (Millie, Mike, Barbara, Erika)

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