

Minutes of the Stamford Library Association Meeting Monday, April 25, 2022

Present at the Stamford Library: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), Millie Faulkner, John Hubbard (arrived 5:50), Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Director Erika Eklund

Call to order: Barbara called the meeting to order at 5:35 p.m.

Minutes: Minutes of the March 28, 2022, Regular board meeting were approved (motion by Mike; second by Barbara; Janet abstained).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

P&L statement through March 2022 shows total year-to-date income as \$15,361 vs. an annual budget of \$141,252. (This represents 10.9% of the annual budgeted income.) Total expense through March 2022 is at \$38,607 vs. an annual budget of \$164,147. (This represents 23.5% of the annual expense budget.)

Homestead Funds market value on March 31, 2022, is \$212,396, a decrease of -\$11,632 year to date.

Homestead Funds Building Fund market value on March 31, 2022, is \$52,710, a decrease of -\$3,103 year to date.

Homestead statements are still not coming in as requested.

Tompkins Financial Advisors market value on March 31, 2022, is \$2,788,694, a decrease of -\$201,352 year to date.

Wayne Bank Checking account statement through March 2022 had a balance of \$9,770. Wayne Bank Investor account statement through March 2022 had a balance of \$70,085, which includes y-t-d interest through March 2022 of \$25.54.

Millie reviewed deposits with Erika as well as all checks and statements. The line item on the income spreadsheet that identifies the source as Stamford Central School is actually a partial payment of the tax levy from the school district taxpayers, for which the school does the paperwork.

Problems continue with BQ; because of the overlap with tax season, we'll give the firm a little more leeway to revise the monthly reports and handle payroll and tax paperwork appropriately and to our satisfaction. It would also be helpful to have a single contact person at BQ who would stay familiar with our accounts. The Finance committee will ask that a representative attend our next board meeting to discuss these shortcomings. The board suggested revisiting the issue and making a decision in June.

Library director's report

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

Operations

Renard Insurance renewal of Directors and Officers Liability coverage through Mount Vernon Fire Insurance Company charged a premium of \$868 for coverage from March 15, 2022 to March 15, 2023.

We received an insurance dividend of \$394, declared by Utica National Insurance Group, for participation in its Northeast Library Safety Group.

Ethan Allen book: Erika sent the documents requested by Southeby's for its auction along with the book and is waiting for the contract for the sale.

Grants: We used the Stewart's grant as matching funds for the O'Connor grant, for a multifunctional printer, due to arrive on June 7.

Laptop: For a fee, 4CLS will link the laptop donated by CDO Workforce to our library network.

Lifetime members: The website now includes a list of the library's Lifetime members. This has added incentive to becoming a lifetime member!

At this time, all the trustees have become lifetime members of the Association!

Programs and Outreach

Book club at Robinson Terrace Assisted Living Facility: Participants enjoyed discussing the books they enjoyed from the previous month, their favorite books of all time, and what they would like more of — which included more steamy options.

Plate-painting workshop: The program was considered a great success; preregistration was full, with 18 participants and many new faces to the library. Participants would like to see more such programming.

Stamford's emergency services: After Don VanEtten offered the library old fire department photos, Erika and Karen developed a program on historic emergency services, to be held at the fire department or the library.

Trains of Stamford is scheduled for April 27 (Karen will conduct in person and streaming on Facebook).

Preview books available: Kinney Memorial Library in Hartwick had books available through 4CLS for us to select, to grow our collections of picture books, juvenile and young adult books, or to use as prizes or donations.

Plant Swap will be rescheduled to a weekend in May.

High Tea is scheduled for May 14 at 3 p.m.

Ongoing programs (date; attendance): Adult Literature Group (4); D&D Group (3/17: 9); Garden Group (7); Writers Circle (10); Crafternoon (29 Theme and 3 Essentials kit distributed); Numerology (4/27); Preschool Story Time (averages 11 from Kiddie Corner plus a few locals); Father James Krueger will hold a weekly New Testament Greek class; John O'Brien will lead an in-person Morning Meditation, to replace Online Yoga.

Committees

Advocacy (community public relations): Millie (chair)

May invitational meeting: Committee is planning a short outreach program in the library in May to involve community leaders and focus on what the library can do for the community.

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

Churchill Building update: Barbara reported that there's no transition yet of ownership 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 intend to review a lease when one is offered and to make recommendations to the board as a whole.

Building lot: The board agreed (motion by John; second by Stephanie) to make an offer on the lot at Lake and West Main for up to \$125,000, using funds from the Tompkins account for the purchase. Barbara and Erika met with Don Van Etten of Robinson Broadhurst on April 12 and learned that we could apply for a grant that would help with the purchase of the lot retroactively.

Erika will contact Mike West to ask him to serve as our real estate attorney.

Barbara and Erika intend to meet with the O'Connor Foundation next week to share the library's plans.

Building fundraising: Matt Blumenfeld of Financial Development Agency provided a proposal for fundraising training, management services, donor relations, and consulting. With feedback from trustees, Linda will schedule an introductory workshop. We'd like to divide the process and payments into phases for training, planning, organizing, and running a capital campaign.

The board voted to approve a contract with FDA up to \$15,000 to begin the training process (motion by Barbara; second by Millie).

Funding sources: Linda will make and share a list of potential funding sources. Erika will ask 4CLS for information about grant sources, to be added to Linda's list.

Talking points memo: The board voted (motion by Mike; second by Janet) to familiarize the staff with the talking points about the library's plans to build and move into a new facility.

Finance (fiscal oversight): Millie (chair)

Bookkeeping: The committee is working to resolve problems with BQ (see Financial reports).

NY State tax cap details: The NYS Comptroller's Office asked for the library to complete information related to the tax cap, since we have income from a tax levy passed in May 2016. Although Stamford Central School District levies and collects the funds annually, their district treasurer could not provide the tax cap information we requested.

Fundraising: Mike (chair)

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

Website developer contract: Erika will write a letter of intent to the website developer, to be signed by both parties, and filed for future reference. His annual fee is \$600.

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

Policy review: The committee will meet to review and recommend a few policies at a time for the board to consider and approve.

Old business

Staff job descriptions: The board expects to get job descriptions from Erika and Barbara 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.

Committee members: Trustees need to confirm committee memberships.

New business

Adjournment: Meeting adjourned at 6:55 p.m. (motion by Millie; second by Mike), but reconvened to approve a contract and then readjourned at 7:00 p.m. (motion by John; second by Stephanie).

Upcoming meetings and events of interest

Monday, May 23, at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary