

## **Minutes of the Stamford Library Association Meeting Monday, May 23, 2022**

Present at Stamford Library: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), Millie Faulkner, John Hubbard (arrived 5:45), 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 April 25, 2022, Regular board meeting were approved (motion by Linda; second by Stephanie).

### **Financial reports**

Financial reports were distributed electronically in advance of the meeting.

**P&L statement** through April 2022 shows total year-to-date income as \$35,482 vs. an annual budget of \$141,252. This represents 25.1% of the annual budgeted income. Total expense through April 2022 is at \$59,435 vs. an annual budget of \$164,147. This represents 36.2% of the annual expense budget.

**Wayne Bank** Checking account statement through April 2022 had a balance of \$6,007. Wayne Bank Investor account statement through April 2022 had a balance of \$81,097, which includes y-t-d interest through April 2022 of \$34.75.

Millie reviewed bank deposits, check sequence, and statements.

### **Library director's report**

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

### **Operations**

**DVD weeding:** Weeding of DVDs resulted in room for more current and more desirable materials.

**Periodicals:** Inventory of available magazines helped our evaluation of what should be renewed or removed. There has been a steady decline in the circulation of periodicals.

**"Computer Skills for the Workplace":** Rod is taking this online course through SUNY-Delhi.

**Community thanks:** A Brooks family member sent a thank-you note following Karen's story on the family and restaurant. The Inner Wheel sent a donation with thanks for the many things we do for the community. A thank-you photo with the Kiddie Corner Preschool for a generous grant from Stewart's was well-received on social media.

**Grant approval:** Robinson Broadhurst approved a grant for \$23,892 for 2023.

**Grant request:** We will submit the intent-to-apply form to 4CLS, requesting 75% of approximately \$140,000 (or \$105,000) for site work funding.

**Ethan Allen book:** Erika completed all the documents requested by Southeby's for its June auction.

**Summer Reading Program (SRP):** Erika and Julie Rockefeller finalized plans for this year's SRP, which will run in partnership with the Hobart Book Nook Free Lending Library during August, instead of as part of Camp HERE.

**Facilities issues:** We continue to deal with building maintenance issues, which the school is slow to ameliorate.

### **Programs and Outreach**

**In-person history lectures:** Karen held her first in-person presentation since the start of COVID-19 restrictions; 14 people attended the trains of Stamford presentation and others streamed or viewed later. Another program is scheduled for later in May.

**Stamford's emergency services:** Erika and Karen developed a program on historic emergency services, to be held at the Fire Department in June, where they can show off some of their historical displays.

**Donated books:** With an increase in donated books, we've purchased totes for future book sales. We're stamping donated books "Courtesy Stamford Library" for distribution around town where they may be enjoyed (e.g., coffee shops, Laundromat).

**Dungeons and Dragons game night:** Now there is a young-adult-only group meeting every other week, so YAs are meeting weekly!

**Book club at Robinson Terrace Assisted Living Facility:** Megan is now working the Large Print book program at the facility. In addition to 15 LP books, we will now send 5 audio books each month for residents who enjoy stories but who have difficulty reading.

**Puppetsburg Puppet Show** was a fantastic success. More than 30 people attended this event, funded through a Restart NY grant administered by the Roxbury Arts Group. Three other local libraries were also included; in all, more than 100 children and their caretakers were served by this program.

**"Adventure Club":** We're planning to form a group to host mostly hikes, tours, and other outings, starting with a hike up Bald Mountain (Scotch Valley mountain) led by local hiker Sue Shortle. (Sue would also like to organize motor coach trips to places of interest.)

**High Tea,** held in conjunction with our annual plant swap, was hosted by the library staff and was well attended (19).

**Upcoming events** include a workshop on making tote bags; readings by local authors.

**Ongoing programs** (attendance): Adult Literature Group (5); D&D Group (12); Young Adults D&D (4); Garden Group (6); Writers Circle (8); Crafternoon (17 Theme and 5 Essentials kit distributed); Needlecraft (13); Numerology (2);

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 (2).

## Committees

**Advocacy (community public relations):** Millie (chair)

**Invitational meeting:** An outreach event held in the library to involve community leaders and to focus on what the library can do for the community was postponed, but it will be rescheduled.

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

**Churchill Building update:** Nothing new to report: no transition of ownership of the Churchill Building to the Village and no draft lease offered to the library for renting its current space in the Churchill Building.

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:** Barbara signed a contract for the property at Lake and West Main for \$125,000 and sent it to attorney Mike West for review. He wants details clarified about the actual ownership (copy of the seller's trust agreement) and the SLA charter (no limitations involved).

**Building fundraising:** Linda reported that Matt Blumenfeld of Financial Development Agency estimates a cost of \$2,500 to \$3,500 for 12 months for fundraising training, management services, donor relations, and consulting. Linda will schedule a two-hour virtual workshop in June for the board.

**Funding sources:** Linda has been working on the paperwork required for USDA funding, which she says looks promising. She asked for a motion to sign the USDA application (motion by John; second by Janet).

Linda is also looking for an appropriate contact person at NYSERTA. Linda will make and share a list of potential funding sources, to include information Erika is collecting from 4CLS.

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

**Bookkeeping service:** The committee met to resolve the library's bookkeeping problems. To eliminate the shortcomings of the current bookkeeping service, the committee recommends that we contract with Evening Star Bookkeeping, of Schoharie, beginning on July 1 (start of second quarter), to provide standard accounting and payroll services, in accordance with the Engagement letter and the Payroll Engagement letter prepared by Aileen Lawton. Services will be charged at \$60 per hour, not including payroll services, to be reviewed and adjusted after six months.

The board voted (motion by Millie; second by Stephanie) to sign the letters of engagement.

**Dedicated laptop:** So that Evening Star can access our financial records remotely while they remain always available at the library, the committee recommends that we purchase a new laptop and QuickBooks 2022 dedicated to our financial records. The estimated cost would be no more than \$1,500 for hardware, \$200 for QuickBooks, and about \$150 to hire ISD in Oneonta to create a firewall to make the new computer secure.

The board voted (motion by John; second by Mike) to approve these purchases.

**Capital projects bank account:** The committee recommends that we open a dedicated checking account for capital project funds at Wayne Bank, with Barbara and Linda as signers on the account.

The board voted (motion by Stephanie; second by Janet) to open this account.

**Library credit card:** The committee recommends that SLA obtain its own credit card, for library use by Erika and Barbara. [Currently the only credit card the library has is attached to a personal account of one of the trustees.]

The board voted (motion by Millie; second by Barbara) to adopt this motion.

**Dual control:** Instead of a voucher system, which would require a trustee signature each time bills need to be paid, Erika will send a cover note with invoice copies to Linda for review, to provide a dual control in addition to Millie's review.

[Linda and Barbara are authorized to sign checks for the SLA accounts. Millie and the library's bookkeeping service (Evening Star, in Schoharie) are authorized to have online access for inquiries and to make online transfers within the library's accounts.]

(Wayne Bank will be authorized to change bookkeeper service access on both current SLA accounts and on a new, capital projects account; a copy of Evening Star's certificate of liability will be put on file with Wayne Bank. Wayne Bank will be notified again to correct the legal name of the library.)

**Fundraising:** Mike (chair)

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

**Website developer contract:** Erika wrote a letter of intent for the website developer's signature, which should be signed by both parties and filed for future reference.

**Policy (bylaws, policies, and rules):** Ellen (chair), Millie, Stephanie, Janet, Erika

**Policy review:** Early in May, the committee shared updated Bylaws and policy for Library Materials; the newly staffed committee will meet to review these two documents and recommend board approval. The committee will then take up other required policies, to bring the manual and website into compliance.

Erika provided a list of 11 policy topics that the State Library requires. The committee plans to review, update, and recommend specific policies for board

adoption: Open Meeting Policy; Confidentiality of Library Records; Conflict of Interest Policy; Whistle Blower Policy; Disaster Response Policy; Collection Development Policy; Meeting Space Policy; Internet Use Policy; Code of Ethics; Personnel Policy; Financial Controls.

A Personnel policy update related to personnel payment was shared with the committee in November, for which Ellen Bach, Esq., will provide feedback.

### **Old business**

**Staff job descriptions:** The board expects to get job descriptions from Barbara and Erika for approval once staff performance reviews are complete and job descriptions are 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 via website and in person.

**Committee members:** Trustees need to confirm committee memberships, to be listed in the minutes.

**Charter:** The Amended Charter approved in November is in Delhi being matted and framed so it can be hung in the library.

### **New business**

**Adjournment:** Meeting adjourned at 7:10 p.m. (motion by Barbara; second by Mike).

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

**Monday, June 27, at 5:30 p.m.: Regular board meeting**

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

Respectfully submitted,

Ellen Thorn, Secretary