

Minutes of the Stamford Library Association Meeting Monday, June 27, 2022

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

Call to order: Barbara called the meeting to order at 5:31 p.m.

Minutes: Minutes of the May 23, 2022, Regular board meeting were approved (motion by Linda; second by Janet).

Financial reports

Financial reports were distributed electronically in advance of the meeting. With Millie absent, the new bookkeeping service about to begin, and a new quarter just days away, review and approval of the financial statements was deferred.

P&L statement through May 2022 shows total year-to-date income as \$59,856 vs. an annual budget of \$141,252. This represents 42.4% of the annual budgeted income. Total expense through May 2022 is at \$71,276 vs. an annual budget of \$164,147. This represents 43.4% of the annual expense budget.

Wayne Bank Checking account statement through May 2022 had a balance of \$30,151. Wayne Bank Investor account statement through May 2022 had a balance of \$56,605, which includes y-t-d interest through May 2022 of \$43.32.

(BQ just generated our first balance sheet, as of May 31, 2022. The Wayne Bank total listed does not match the bank's statement; and it listed Wells Fargo assets.)

Income sources: A spreadsheet of anticipated income sources was updated through June 14, 2022.

Investment accounts: No reports from Homestead or Tompkins Trust were provided; the current quarter ends June 30, 2022.

Library director's report

Erika distributed a report electronically and provided copies of Rod's program report.

Operations

Staff training: Erika provided staff with guidelines for facilitating dialogues.

CORE Values grant: We requested — and received — \$1,000 in June, \$200 more than in 2021.

Grant approval: Grant acceptance letter submitted to Robinson Broadhurst.

DLD grant approval: Preliminary approval received from 4CLS for a NYS

Department of Library Development grant for our Construction Aid program. This would provide a grant of \$105,000 and requires a local match of \$35,000.

Charter: The amended charter was framed and returned to the library; it can now be shared with the board, hung, and posted on the website. Copies can be placed in the safe-deposit box and sent to the IRS along with the revised Bylaws.

Library name change: One of the amended charter changes is a new name; 4CLS supplied revised forms to be completed.

Policy committee: Erika has been working with the committee to research, draft and review policies for board approval.

Microfilm reader: Recent requests for its use makes us reconsider retaining because of its value to our patrons.

Internet: Fiber optic internet received a boost in May, extending into the back parking lot. The boost was part of a 4CLS grant to expand WiFi access.

Bookkeeping service: The switch in service involved physically attending a meeting in Schoharie with Evening Star; preparing and submitting payroll and other paperwork for Evening Star; and working with BQ to get the IRS to approve a payroll filing extension.

Puppetsburg Puppet Show final report was prepared and submitted to the Roxbury Arts Group for a Restart NY grant that was very successful.

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

4CLS annual meeting: Erika attended this virtual meeting, which included resources for increasing library challenges and opportunities.

Populating the website: Erika added to the new website all the approved minutes Ellen provided. New and revised policies will also be added.

Ethan Allen book: The Southeby's auction date is July 21, with online previews leading up to the live auction.

Programs and Outreach

Flag Day parade: Although library members did not march in the parade this year, a book sale in front of the library yielded \$35 and the people who stopped by and gathered accentuated the library as an active community venue.

Telehealth kit: Now available to our patrons is a kit provided by 4CLS that contains everything one needs to take part in a telehealth visit with healthcare providers, counselors, and support groups, including a Chromebook, hotspot, carrying case, headset, and information provided by Medline Plus.gov.

We will be planning a Health Fair for the fall that will bring together services and providers (from cancer screening and mental health to yoga and massage).

Craft programs: Julie Rockefeller will run craft programs for young people each Saturday in July.

In-person history lectures: Karen held two lectures in June, including one at the Fire Department covering their local history. Afterward, attendees were

invited to view some of the historic equipment displayed upstairs and in the hall.

Stamford Library Ramblers have now hiked up Bald Mountain and Bramley Mountain, with more outings being planned for the summer.

Single programs: Cheryl Kass Art Opening had 22 people attend, with tasty and creative staff efforts. Workshop on making tote bags had 10 participants. Readings by local authors had 16 participants.

Ongoing programs (attendance): Crafternoon Bumble Bee puppets (33 Theme and 6 Essentials kit distributed); D&D Group (21); Preschool Story Time (averages 11 from Kiddie Corner plus a few locals); Local history lecture (11); YA D&D (7); Writers Circle (7); Garden Group (6); Morning Meditation (6); Needlecraft (4); Adult Literature Group (3); Numerology (1); Legends of Lore (1).

Committees

Linda compared and updated the members on each committee. Board members currently serving on each committee are listed.

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

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 will be rescheduled once we have preliminary plans from the architect.

Building (planning, plant, and resources): Linda (chair), Barbara, Lyle, John, Mike

Churchill Building update: Nothing new to report: no transition of ownership to the Village and no rental agreement offered to the library.

Purchase of building lot: Our attorney Mike West has received all the paperwork he needs regarding the actual ownership from the seller's attorney.

Building fundraising: Matt Blumenfeld of Financial Development Agency ran a two-hour virtual workshop on June 20, which the board found eye-opening. The board needs to decide what further tasks and training we want to hire FDA to do. Linda will send the FDA proposal around again.

Linda is trying to make appropriate contacts at NYSERDA. She will provide a working list of potential funding sources, which will include 4CLS sources.

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

Bookkeeping service: On May 26, Millie informed BQ Tax and Accounting, which the library hired starting January 2022 after it merged with J. Strauss, that it would be replaced effective July 1, 2022. On June 2, Linda signed letters of engagement with Evening Star Bookkeeping to provide standard accounting and payroll services effective July 1, 2022.

Security: Millie is following up with security for the dedicated bookkeeping laptop via ISD in Oneonta and with access for Evening Star and SLA.

New accounts at Wayne Bank: Linda will open a dedicated checking account for capital projects, as approved at the May 23 board meeting. Linda will also

arrange for a library credit card, as opposed to a personal credit card, for use by Erika and Barbara, which was approved at the same meeting.

Fundraising: Mike (chair), Millie, Stephanie, Janet

Semiannual appeal: The committee will schedule and prepare a general letter, unrelated to fundraising for a new facility, seeking donations.

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

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

Staff job descriptions: The board expects to review job descriptions once staff performance reviews are complete and job descriptions are revised as needed.

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

Bylaws: The committee updated the Bylaws, which the board voted to adopt (motion by Linda; second by Stephanie). These can now be sent to the IRS as required and posted on the library's website.

Library Materials and Services Policy: The committee prepared a document on Library Materials and Services, along with a Materials Reconsideration Form. The board voted (motion by John; second by Stephanie) to approve this policy.

Policy review: The committee continues to review and revise other policies required by the State Library. Our attorney Ellen Bach drafted a personnel policy update, which the committee will also review.

Old business

Architect plans: Linda will speak to Paul Mays about moving forward on plans for the new building, once the board reviews — and perhaps reconsiders — the wish list we generated last summer.

Annual report: The 2021 Annual Report will be shared with the board once it is 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.

New business

Adjournment: Adjourned at 6:28 p.m. (motion by Janet; second by Mike).

Upcoming meetings and events of interest

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

Monday, August 22, at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary