

## **Minutes of the Stamford Library Association Meeting Monday, July 25, 2022**

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

**Call to order:** Barbara called the meeting to order at 5:34 p.m.

**Minutes:** Minutes of the June 27, 2022, Regular board meeting were approved (motion by Mike; second by Stephanie).

### **Financial reports**

Financial reports were distributed electronically in advance of the meeting.

Evening Star, the library's new bookkeeping service, began on July 1, 2022. It reviewed our records and submitted a list of documents that need to be provided or corrected.

**P&L statement** of income and expense through June 2022 and against year-to-date annual budget were not yet provided; Evening Star is reviewing and correcting records before reporting a P&L statement.

**Wayne Bank Investor** account statement through June 2022 had a balance of \$56,612, which includes y-t-d interest through June 2022 of \$50.30.

**Wayne Bank Checking** account statement through June 2022 had a balance of \$30,151. In Millie's absence, Linda reviewed the May checking account activity.

**Income sources:** Erika provided a spreadsheet of anticipated-income sources through June 2022.

**Homestead Funds** statement through June 30, 2022, listed an account value of \$189,615.

**Homestead Building Fund** statement through June 30, 2022, listed an account value of \$47,385.

**Tompkins Trust Investment** statement through June 30, 2022, listed an account value of \$2,471,146. Its quarterly management fee is about \$6,303, or \$25,000 annually.

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

Erika distributed a report electronically and provided copies of Rod's program report. In addition to her regular monthly tasks and updates, Erika reported the following operational and program tasks. And the celebration of another birthday!

## Operations

**Bookkeeping:** Erika moved the remaining items from BQ to Evening Star.

**DLD grant approval:** Erika has been working through the DLD grant application, which involved creating an account with NYSED.gov.

**Program manager advances:** As Erika works on the program manager's job description, she is establishing a designated workspace in the History Room for the Program Manager.

**New building plans:** Erika attended two Zoom meetings in July with the architect, one with the trustees and another with the staff, so each group could provide input that would translate into revised plans.

**Annual report:** The 2021 Annual Report was shared with the board in July. It will also be shared with the public via posting on the website.

**Printer:** The printer ordered in April is unlikely to arrive before October.

**Ethan Allen book:** The Southeby's auction on July 21 sold our book for \$6,930.

**Circulation desk coverage:** With staff being out with COVID, taking time off, and running Camp HERE programs, Erika has had to cover the circulation desk, which has been a good opportunity to deal directly with patrons.

## Programs and Outreach

**Medical assistance:** Erika wants the library to have an AED device (automated external defibrillator); Don VanEtten would support a Robinson Broadhurst grant for the cost of a unit and said he could supply contacts for training. Information about the resource has been shared on social media.

4CLS has supplied the library with a telehealth kit, a package containing items to help people conduct virtual visits with healthcare providers.

**Wellness Fair:** A September Wellness Fair is being planned for September, with commitments from Cancer Services, Cornell Cooperative Extension, Tobacco Free Delaware County, Stamford Wellness Center, Stamford Gym, massage therapists, and more.

**Summer Reading Program (SRP)** will begin on August 1, in partnership with Hobart Book Nook and Julie Rockefeller. The program is separate from Camp HERE this year.

**Cemetery tour:** Karen led an audience of three patrons on a history tour of Stamford Cemetery.

**Food Writing display:** Joann Little's book display inspired patrons to borrow some titles through ILL (interlibrary loan).

**A Reading in the Garden:** Chris Hauser hosted a program of readings from the Writers Group, with 25 patrons attending.

**PorchFest:** This music festival around the village had wide appeal and drew about 70 adults and a dozen children to the library to listen.

**Reducing Plastic display:** The Rotary Club of Hobart has mounted an exciting display, which will be followed by a presentation in October.

## Committees

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

**Invitational meeting:** An outreach event will be delayed until we have building plans that we'd want to share with the community.

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

**Churchill Building update:** No transition of ownership to the Village yet and no rental agreement has been offered to the library.

**Purchase of building lot:** Mike West, Esq., will set a closing date once the Wayne Bank building account is established. (The board voted at the May board meeting for Barbara and Linda to be signers on this new checking account.) The board voted (motion by Millie; second by Stephanie) to authorize Barbara to sign papers at the closing for the purchase of the property. The board voted (motion by Linda; second by Ellen) to transfer \$135,000 from the Tompkins account to the new Wayne Bank building account for the purchase of the lot, with Tompkins advising SLA regarding the withdrawal of specific funds.

Liability insurance on the lot upon SLA ownership has been arranged.

**Building fundraising:** Matt Blumenfeld of Financial Development Agency has offered a proposal with various tasks. The board needs to decide what tasks and training we want to hire FDA to do. Linda will distribute the FDA proposal so the board can meet to discuss and decide what to contract for.

Linda will provide a list of potential funding sources, including 4CLS sources.

**New building plans:** Linda will distribute revised plans from Paul Mays, which include some of the board's wish list items.

It is too early to get estimates of what it will cost to run the new building.

Erika reported positive feedback from community neighbors about hoping to reestablish two-way traffic near the new library site.

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

**Bookkeeping service:** Millie has been working with both BQ Tax and Accounting and Evening Star to get everything transferred. Evening Star supplied a list of missing or incorrect items, which is being followed up on.

**Computer Security:** ISD in Oneonta reports that the new computer has been shipped and new security for the dedicated bookkeeping laptop will be installed.

**Account approvals:** In preparation for notifying Wayne Bank about account approvals, Ellen made a preliminary list of every financial instrument (at Wayne Bank and elsewhere), so we can confirm or update approved personnel for each (along with notification of the corporation's legally revised name). This list should be reviewed and approved regularly.

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

**Semiannual appeal:** Mike reported that Race did the latest mailing, of about 2,800 letters, for about \$1,400. So far it has brought in donations totaling \$650.

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

**Staff job descriptions:** Erika has been working with Barbara to prepare a program director job description for presentation to the board.

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

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

**Policy review:** The committee continues to review and revise policies required by the State Library.

### **Old business**

**Website developer contract:** Erika awaits the website developer's signature on the letter of intent she prepared.

### **New business**

**Adjournment:** Adjourned at 6:39 p.m. (motion by Barbara; second by Janet).

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

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

**Wednesday, August 24: closing on purchase of new property**

**Monday, September 26, at 5:30 p.m.: Annual board meeting**

**Monday, September 26, at 6 p.m.: Regular board meeting**

Respectfully submitted,

Ellen Thorn, Secretary