

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

Present: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), Millie Faulkner, John Hubbard, Stephanie Rubin-Ruquet, Mike Teitelbaum (via Zoom), Ellen Thorn, Janet Wenner; Director Erika Eklund (via Zoom); Absent: Linda Stratigos; Guest: Kim Dorosky, from Jefferson

Call to order: Barbara called the meeting to order at 5:38 p.m.

Minutes: Minutes of the October 24, 2022, Annual meeting and October 24, 2022, Regular board meeting were approved (motion by Mike; second by Stephanie).

Financial reports

Financial reports from Wayne Bank were the only reports available and were distributed electronically in advance of the meeting.

Wayne Bank Investor account statement through October 31, 2022, had a balance of \$61,770, which includes y-t-d interest of \$82.

Wayne Bank Checking account statement through October 31, 2022, had a balance of \$833.

Wayne Bank Construction account statement through October 31, 2022, had a balance of \$8,601.

Millie reviewed checks and statements, sequential order of checks, and deposits through October.

We still need to generate specific line items for the construction account; and reassign appropriate expenses to these line items. We also need to determine where income from our historical collection will be assigned.

The board deferred review and approval of the financial reports.

Evening Star was able to file the library's 2021 Form 990.

Library director's report

Erika distributed her library director's report electronically. In addition to her regular monthly meetings, tasks and updates, Erika reported the following operational and program tasks.

Operations

Tax levy: We await the check we usually receive in November from the Stamford school district taxpayers, whose school taxes are due in September. (It arrived on November 14 in 2020 and on November 9 in 2021.)

Donations: The June 2022 annual fundraising letter has raised \$3,997.52 to date. (Erika is considering a donation to bring the total to \$4,000!)

We received a \$5,000 donation from a Todd Road patron and her sisters in California.

We continue to receive donated books, some of which we've added to our nonfiction, picture book, and juvenile collections and some we've set aside for an upcoming book sale.

We donated a woven rug to the Stamford Business Alliance fundraiser, which continues to generate good feelings with our local business community.

Grants: We applied for a Roxbury Arts Group grant to bring back the youth theater workshops.

Because of our efficiency partnering with community and volunteers for the Summer Reading Program, Robinson Broadhurst allowed us to apply unspent funds on materials for a new preschool story time beginning in January.

New computer: A new desktop computer from 4CLS finally arrived, which is networked with the 4CLS system and was placed in the History Room. This makes four desktops available to the public. Another desktop needs a good location. and a charging station would be useful that doesn't require valuable tabletop space.

Crosswalk: Erika filed a request with the DOT and contacted Chris Tague's office for assistance in having a crosswalk established in front of the library. There's been no response so far.

Programs and Outreach

Tonie Box: We've purchased a new screen-free storytelling device that tells stories based on chosen characters. The package can be borrowed by families for one week at a time and more characters can be added as we desire.

Ceramic Christmas tree program was very successful and continue to encourage participation. We will expand these programs in 2023.

Caroling: On December 9, we'll have a two-hour Christmas program with stories, cookies, cocoa, ornament making, and letters to Santa. We'll invite others to join us at 5 p.m. for caroling.

Committees

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

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

Churchill Building update: Although the Village hasn't offered the library a rental agreement, it seems that ownership has moved from the school district to the Village. Apparently the Village will do Churchill Building snow removal and lawn work, but other details need to be settled. Barbara asked Millie and Erika to join her to meet with the mayor to discuss further arrangements.

Developing the new property: Millie reported that the Village Planning Board seemed very complimentary and pleased with the preliminary plans the library shared with them.

Barbara had agreed to get contact information and dates from the village clerk for Paul to schedule community meetings. (Previously these were anticipated for November and February.)

Barbara suggested SLA schedule a four-hour weekend meeting, separate from a board meeting, to plan issues moving forward.

New building style: Board members have been to consider what they'd like the new library to look like physically on the outside and to perhaps provide pictures. (Millie likes columns; Janet likes lions!)

Funding: Linda had reported that USDA has no money to allocate beyond small funding for furniture.

Linda has been preparing a list of potential funding sources, including sources provided by 4CLS.

A grant was submitted to Robinson Broadhurst for the purchase of the library's new property.

O'Connor has granted us \$2,100, half the fee wanted by Hartgen, the archaeological firm we hired to examine the new property; O'Connor grants require we match the funds awarded.

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

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

Mailing problems: The committee will consider pursuing the repeating problem of letters using Race labels being returned to the post office with each mailing they do for us.

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

Staff job descriptions: Erika has taken on some of the program director tasks. At this point she is not considering hiring someone else to take on program tasks.

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 is continuing its work to write, review and revise policies required by the State Library and to recommend changes to those that the committee believes need clarification. The committee will recommend obtaining legal review when deemed necessary.

Old business

Website developer contract: Erika is still waiting for the website developer's signature on the letter of intent she prepared.

Sale of historical assets: The auctioned Ethan Allen book resulted in a wire transfer payment of \$4,840; but the board still hasn't discussed whether this income should be earmarked for the historical collection or whether it should be folded into general operating costs. If we're serious about looking for funding for our historical collection — and we are planning to ask a benefactor for major funding — we should consider a budget line item earmarking such funding.

New business

New trustee: Although we have a legal range in the number of trustees we have on the board, it was suggested we consider expanding the current number of trustees because of the busy times to come. Will a subcommittee of the board create a needs list of specific skills and experience that potential trustees might provide?

Kiddie Corner space: The preschool that has been renting space from the school district in the Churchill Building has expressed an interest in occupying space in our new building. Although they've been good neighbors, it seems unlikely that we'd have room to offer them space in our new facility.

Adjournment: Meeting was adjourned at 6:29 p.m. (motion by Barbara; second by Millie).

Upcoming meetings and events of interest

Wednesday, December 28, at 5:30 p.m.: Regular board meeting (note new date)

Monday, January 23, at 5:30 p.m.: Regular board meeting (including Reorganization issues)

Respectfully submitted,

Ellen Thorn, Secretary