

## **Minutes of the Stamford Library Association Meeting Monday, December 28, 2022**

Present: Trustees Barbara Balliet, Millie Faulkner, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos (via Zoom), 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 November 28, 2022, Regular board meeting were approved (motion by Barbara; second by Janet).

### **Financial reports**

Financial reports were distributed electronically in advance of the meeting.

**Wayne Bank Investor** account statement through November 30, 2022, had a balance of \$49,780, which includes y-t-d interest of \$92.35.

**Wayne Bank Checking** account statement through November 30, 2022, had a balance of \$6,451.

**Wayne Bank Construction** account statement through November 30, 2022, had a balance of \$8,601.

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

**P&L statement** year-to-date for the month of November lists an income of \$5,722 and a year-to-date income of \$129,907. The statement for November lists an expense of \$12,147 and a year-to-date expense of \$163,103. We have an annual budgeted income of \$141,252 and an annual budgeted expense of \$163,597.

The **Balance Sheet** as of November 30, 2022, lists total assets at \$2,622,276.

Erika provided a report of income from anticipated items, including grants, tax levy, and municipal funding.

Quarterly statements from **Homestead Funds** and **Homestead Building Fund** for the fourth quarter are expected by the January meeting.

A quarterly statement from **Tompkins Trust Investment** for the fourth quarter is expected by the January meeting.

Millie reported she will not be present to attend the January and February board meetings.

Millie reviewed checks and statements, sequential order of checks, and deposits through November and recommended we accept the financial reports. The board approved the financial reports (motion by Millie; second by John).

## 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

**Budget draft:** Erika provided a draft budget for 2023, including comparison with the 2022 budget, for board review, discussion, and approval. Year-end actuals for 2022 will be added after the end of the year. Total budgeted income is projected at \$134,001 for 2023 (as opposed to \$141,752 for 2022). Total budgeted expense is projected at \$167,787 for 2023 (as opposed to \$162,627 for 2022).

The board expects to review the draft budget for discussion and approval at the January 23 board meeting.

**4CLS Services:** We've signed an agreement with Four County Library Services for 2023. This includes our Automation contract, Circuit program, Online research center, and the Download Zone. Costs remain the same as in 2022, except for the Automation contract, which dropped from \$6,908 to \$6,844.

**Tax levy:** The check usually received from Stamford school district taxpayers in November arrived on December 7 this year. (It arrived on November 14 in 2020 and on November 9 in 2021.) In lieu of the \$45,000 the taxpayers agreed to, this year's amount was short only \$23.42!

**Grants:** We requested \$25,995 from Robinson Broadhurst Foundation for 2023, up from \$23,892 in 2022. Much of the increase is \$1,743 for a requested AED (Automated External Defibrillator); some is for book purchase and Hoopla support. We chose to eliminate a movie license for the year.

We requested a grant from O'Connor Foundation. We will need to provide proof and matching funds.

We submitted the final report to the Roxbury Arts Group for the youth theater workshops and performance led by Marisa Caruso. We've requested a grant to bring it back in 2023.

We're completing an application for a Stewart's Holiday Match grant for children's programming.

**Evening Star:** We've completed worksheets for them to generate year-end reports.

Evening Star still is working on the library's name change with our payroll company, AccountsWorld.

The name on our bank reports has been updated, along with our government-related listings. The Excel spreadsheets have yet to be corrected.

**Library closings:** The library had to close a few days due to weather and lack of heat. Even though Erika was able to get Jessie, with the Village's Department of Public Works, to come upon being called and he was able to restore heat by the end of the day, the empty furnace needed cleaning and refueling.

**Color printer:** The printer is finally due to arrive by the beginning of the year.

## **Programs and Outreach**

**The December 9 event** drew more than 50 community members to make ornaments, write letters to Santa, hear stories with Mrs. Claus, and enjoy cookies and cocoa. More than 30 people joined in for caroling. We got wonderful social media postings. Santa wrote to everyone who wrote to him, which delighted the recipients — and resulted in a new tradition!

## **Committees**

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

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

**Churchill Building update:** Barbara and Erika will plan to meet with the Village's mayor early in the new year, to discuss a lease and itemize what supplies, repairs, and tasks will be the responsibility of the library and which the Village. We also want to determine the library's share of Churchill Building space based on cubic feet (as opposed to linear feet) and we'd like a month-to-month lease. If we're to pay for the heat, can we prepay the fuel company for a discounted rate? In advance of the meeting with Village mayor, a list of questions and a list of building needs should be prepared. The list should be part of our legal review prior to a lease.

To plan issues moving forward, Barbara proposed that the trustees meet on January 28.

**Funding:** We need to consider increasing the tax levy on the school district residents and discuss among ourselves and get input from Paul and from Steve Bachman. The initial tax levy was approved in May 2016. Ellen will provide the board with a summary of related details.

Linda has been preparing a list of potential funding sources, including sources provided by 4CLS. Linda had reported that USDA has no money to allocate beyond small funding for furniture.

**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

**Sick time:** The board agreed (motion by Millie; second by Janet) to calculate sick time for each staff member by capping it at 40 hours upfront and subtracting from that as sick time is used. This will appear as a liability on the Balance Sheet.

**Program director:** Erika has adjusted the proposed budget to eliminate the job

as Program Director, tasks she will absorb into her position.

**Staff job descriptions:** The board expects to review job descriptions prepared by Erika and Barbara 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 must continue its work to write, review and revise policies required by the State Library and to recommend changes to those policies that the committee believes need clarification. The committee will recommend obtaining legal review when deemed necessary.

## **Old business**

**New trustees:** Although we are within our legal range for the number of trustees we have, we want to consider expanding the current number because of the busy times to come. Especially helpful will be a needs list of specific skills and experience of value from potential trustees. The board also suggested that possible trustees be invited to attend board meetings before they get asked to join the board.

**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 board needs to determine the appropriate location of income from sale of items from the historical collection — into general operations or set aside for funding our historical collection. If we plan to ask a benefactor for major funding, we should consider a budget line item earmarking such funding.

## **New business**

**Plaque in memory of Lyle Chastaine:** Board members agreed to donate personal funds toward a plaque for the library in honor of Lyle, who died on December 26, 2022. Millie will collect the money and order the plaque.

**Adjournment:** Meeting adjourned at 6:55 p.m. (motion by Mike; second by Janet).

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

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

**Saturday, January 28, at 1 p.m. (to 5 p.m.): Planning for new library**

Respectfully submitted,

Ellen Thorn, Secretary