

## **Minutes of the Stamford Library Association Meeting Monday, August 22, 2022**

Present at Stamford Library: Trustees Barbara Balliet, Lyle Chastaine (via Zoom), Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos (via Zoom), Mike Teitelbaum, Ellen Thorn, Janet Wenner (via Zoom; left 7 p.m.); Director Erika Eklund; Absent: John Hubbard

**Call to order:** Barbara called the meeting to order at 5:35 p.m.

**Minutes:** Minutes of the July 25, 2022, Regular board meeting were approved (motion by Millie; second by Barbara).

### **Financial reports**

Financial reports were distributed electronically in advance of the meeting.

**P&L statement** through July 2022 shows total year-to-date income as \$76,102 vs. an annual budget of \$141,252. This represents 53.9% of the annual budgeted income. Total expense through July 2022 is at \$100,348 vs. an annual budget of \$164,147. This represents 61.1% of the annual expense budget.

Evening Star provided a balance sheet, which shows the library's assets and liabilities. (BQ Tax and Accounting had not been supplying such a report.) There are a few immaterial discrepancies on the statements, which Evening Star is still working to eliminate. Millie recommended the board accept the financial reports (motion by Linda; second by Mike).

**Wayne Bank Investor** account statement through July 29, 2022, had a balance of \$66,161.30, which includes y-t-d interest of \$57.79.

**Wayne Bank Checking** account statement through July 29, 2022, had a balance of \$14,000.77. Millie reviewed the July checking account activity, verified sequential order of checks, reviewed and discussed deposits with Erika.

**Wayne Bank Construction** account opened on August 17, 2022, with \$135,000 transferred from the Tompkins Trust Investment account.

**Income sources:** Erika provided a spreadsheet of anticipated-income sources through August 15, 2022.

**Homestead Funds** next quarterly statement is expected at the October meeting.

**Homestead Building Fund** next quarterly statement is expected at the October meeting.

**Tompkins Trust Investment** next quarterly statement is expected at the October meeting.

## Library director's report

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

### Operations

**Fundraising/Donations:** A book sale during Stamford's annual lawn sale day raised \$162, increased the library's visibility, and cleared out some donated unwanted books. It also resulted in additional donated books from lawn vendors at the end of the sale day! Erika has been improving her sorting system.

Erika has been sending out thank-yous for donations and comparing donors to the previous year. (So far, 29 new donors have been identified.)

Memorial donations have also increased.

We have some local yearbooks that were donated by the school, some of which we added to our collection, but duplicates are available.

**DLD grant:** Erika and Linda continued working through the DLD grant application, which requires a letter from the IRS confirming our name change, but which is not currently available. Linda recommends delaying a DLD grant request.

**Coverage for library director:** Erika has arranged for Lindsay to submit payroll paperwork while Erika is on vacation. Lindsay has been taking on some increased responsibility.

**Library visits:** There has been a sharp increase in headcounts: year-to-date 2022 is 1,706 versus y-t-d 2021 is 1,132.

**Physical plant:** Carpets were cleaned last weekend.

### Programs and Outreach

**Summer Reading Program (SRP)** was a great success. Over 70 children were involved in each of the three separate parts of the reading activities offered in July and August.

**Wellness Fair:** A September Wellness Fair is scheduled for September 20, to include presenters from Cancer Services, Cornell Cooperative Extension, Tobacco Free Delaware County, Stamford Wellness Center, Stamford Gym, massage therapists, and more to bring awareness of area services. There will be activities for children and an assortment of exciting raffle prizes.

A month-long nutrition series presented by Delaware Office for the Aging will also be held in September.

**Homeschool co-op gatherings** are scheduled beginning in September.

**Studio for Arts & Crafts** will partner with the library for a workshop on glazing soup bowls.

**Ongoing programs** (attendance): Carrie-oke (4); D&D Group (10); YA D&D (6); Writers Circle (10); Garden Group (4); Needlecraft (5); Adult Literature Group (6).

## Committees

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

**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:** Paperwork was completed for the new account at Wayne Bank for Construction income and expenses; and the bank was able to deliver six blank checks for the new account. Further checks must be ordered.

Mike West, Esq., rescheduled the closing for August 24, 2022, and will attend on behalf of SLA. A wire transfer of \$126,400.08 includes purchase of \$124,251.08 and West's fee of \$2,149.

West will file for a tax exemption.

**Construction timeline:** Linda projected and distributed a rough timeline for construction, which has a grand opening projected as Spring 2025.

Mike will follow up with architect Paul Mays and with Matt Blumenfeld of Financial Development Agency about when, where, and how a community meeting should be scheduled. We would like Paul to run the meeting. We would likely want to notify the village and ask to hold a meeting at the Village Hall. We would probably meet with the planning board and then schedule a community meeting.

**USDA grant:** In case BQ Tax and Accounting fails to provide the 2021 Form 990 by September 1, Erika will provide Linda with a copy of the IRS letter of extension for attachment to the USDA grant. (The USDA application needs evidence from the IRS of the legitimacy of the library's name change.)

The board confirmed (motion by Millie; second by Mike) that Barbara, as president, or Linda, as vice president, each have the authority to sign USDA documents for the purpose of building a library.

**Building fundraising:** The board held a Special meeting on Zoom on August 2, 2022, to determine whether we should sign the agreement with Matt Blumenfeld of Financial Development Agency. The letter proposed various tasks and training we might want to hire FDA to do. Those who attended the Zoom meeting (Barbara, Millie, Linda, Mike, and Janet) agreed to accept the Letter of Agreement (motion by Janet; second by Millie).

**Funding sources:** Linda will provide a list of potential funding sources, including sources provided by 4CLS.

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

**Computer security:** ISD in Oneonta reports there has been a delay related to delivery of the QuickBooks application. The new computer with new security will be delivered as soon as possible.

**Account approvals:** The board reviewed the library account authorizations

and approved (motion by Mike; second by Stephanie) the following levels of involvement for each person listed:

(1) inquiry access, (2) transfer authorization, (3) check signing/ withdrawal:

**At Wayne Bank:** *Checking account:* Barbara (1, 2, 3); Linda (1, 2, 3); Millie (1, 2, 3); bookkeeper (1, 2); *Investor account:* Barbara (1, 2, 3); Linda (1, 2, 3); Millie (1, 2, 3); bookkeeper (1, 2); *Construction account:* Barbara (1, 2, 3); Linda (1, 2, 3); Millie (1, 2, 3); bookkeeper (1, 2); *Credit card* (with Linda's social security number): Linda; Erika; *Safe deposit box:* Barbara; Linda; Millie; Ellen; Erika.

**At Homestead:** *Homestead Funds:* Linda (1, 2, 3); Millie (1, 2, 3); bookkeeper (1); *Homestead Building Funds:* Linda (1, 2, 3); Millie (1, 2, 3); bookkeeper (1).

**At Tompkins Trust:** Linda (1, 2, 3); Millie (1, 2, 3); bookkeeper (1).

**QuickBooks:** Linda (1, 2); Millie (1, 2); Erika (1, 2); bookkeeper (1, 2).

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

**Semiannual appeal:** Mike reported that Race did the mid-July mailing, of about 2,800 letters, for about \$1,400. As of August 22, it has brought in donations just over \$3,500 from 82 donations.

Several trustees reported they have not received the mailing, which is a problem because we don't know why. Also, the post office has a number of returned envelopes it is holding hostage, until we make arrangements to pay a return charge for them so we can analyze the causes of these ongoing problems.

**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 meet to review and revise policies required by the State Library and to recommend changes to those that the committee believes need clarification.

## Old business

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

## New business

**Scheduling the Annual meeting:** The board decided to postpone the Annual board meeting until October 24, 2022, at 5:30, to be followed by the Regular board meeting.

**Adjournment:** Adjourned at 7:11 p.m. (motion by Mike; second by Barbara).

**Upcoming meetings and events of interest**

**Wednesday, August 24: closing on library property purchase**

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

**Monday, October 24, at 5:30 p.m.: Annual board meeting**

**Monday, October 24, at 6:00 p.m.: Regular board meeting**

Respectfully submitted,

Ellen Thorn, Secretary