

Minutes of the Stamford Library Association Meeting Monday, September 26, 2022

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

Call to order: Barbara called the meeting to order at 5:45 p.m.

Minutes: Minutes of the August 22, 2022, Regular board meeting were approved (motion by Millie; second by Linda).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

We're working with Evening Star to produce financial reports in the format we want, but some reports still need revision. To match bank statements and investment reports, P&L reports will run through the end of each month rather than mid-month (closer to a board meeting). In general, we're doing well — covering expenses — despite some reports not working as we want.

We need to generate specific line items for the construction account; reassign appropriate expenses to these line items; and use them going forward. This way, we'll be able to accurately track our construction expenses and not confuse them with our standard operating expenses.

We need to file a 990, which we will complete inhouse or have Evening Star prepare, rather than wait for BQ to provide, even though BQ has been paid to generate it.

P&L statement year-to-date or for the month of August are not accurate for income or expense. We have an annual budgeted income of \$141,252 and an annual budgeted expense of \$164,147.

Wayne Bank Investor account statement through August 31, 2022, had a balance of \$66,170.27, which includes y-t-d interest of \$66.76.

Wayne Bank Checking account statement through August 31, 2022, had a balance of \$2,652.18.

Wayne Bank Construction account received a wire transfer of \$135,000 from the Tompkins Trust Investment account on August 15, 2022. Outgoing wire transfer on August 23, 2022, of \$126,400.08 leaves a balance on August 31, 2022, of \$8,600.92.

Millie reviewed August checks and statements, sequential order of checks, and reviewed deposits with Erika.

Homestead Funds and **Homestead Building Fund** quarterly statements are expected by the October meeting.

Tompkins Trust Investment quarterly statement is expected by the October meeting.

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

Fundraising/Donations: The June 2022 annual fundraising letter has raised \$3,812 to date from 89 donations, 32 of them not repeats from 2021. (The previous annual fundraising mailing was sent in November 2021; by December's meeting we had raised \$3,930 from 90 donations; by February 2022, we had raised \$6,215 from 112 donors. The total, from 113 donations, was \$6,240.) Both mailings were done by Race Printing, involved mailing about 2,800 pieces, and cost about \$1,400 for duplicating, labeling, and postage. A number of letters were returned to the post office; but we haven't as yet pursued the cause(s).

We continue to be overwhelmed with book donations. We are planning another book sale and we are improving our sorting and donating plans.

The library has a friend who is donating hand-woven rugs made from used blue jeans, which we are selling through Mindl's General Store with all proceeds to the library (beyond credit card costs).

Historical book sale: The Ethan Allen book auctioned through Southeby's resulted in a wire transfer payment of \$4,840. Line item for this income — whether into general operations or earmarked for the historical collection — to be determined.

Staff adjustments: Rod Sauquillo has stepped down from the responsibilities of Program Director, although he will remain involved in library programing. Erika will continue the programing tasks, but may consider a replacement in the future.

Megan Avery has cut her commitment to one day a week.

Marta Villanueva will come back one day a week. Marta returned on September 22.

There are now five clerks to pick up shifts, run programs, and be part of the active library community.

Archaeological firm: Erika solicited a proposal from Hartgen for \$4,200 to do the archeological study required by SHPO on the new property; and forwarded it to Linda, who will head up an ad hoc grant-writing committee (Linda, Barbara, Erika). The board agreed (motion by Millie; second by Mike) to have Linda ask O'Connor for half the fee, for us to match.

Deed for new property: The new property closed on August 24, 2022.

Insurance is in place. Erika will add the new deed to the documents filed in the bank's safe-deposit box. Erika requested (and Ellen provided) a list of contents of all papers we expect are on file there.

Programs and Outreach

Summer Reading Program (SRP) was a great success. Between providing programming to Camp HERE campers, offering Summer Saturday Stories and Activities, and partnering with the Book Nook for the August reading challenge, we served 219 children, 39 teens, and 45 adults through the Summer Reading Program. Approximately 510 books were read and 29 individual programs were held. It also cost less than in previous years. We plan to use this model next summer, perhaps adding more teen and adult-targeted programming.

Wellness Fair: A Wellness Fair is scheduled for later in September, 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 — all to emphasize the services available to the community. We hope to make it an annual event. Already other libraries in the county have expressed interest in using our program as a model for their own communities.

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

Homeschool group: Lindsay O'Brien has spearheaded a program that will meet when the library is closed, giving kids and their caregivers a chance to interact, listen to guest speakers, play and check out books.

Preschool storytime: In addition to the preschool storytime that Rod offers to the children enrolled at the Kiddie Corner, Lindsay will offer a storytime program at the library during open hours.

Saturday Story and Activity programs: as an extension to the program run during Summer Reading, Julie Rockefeller and the Hobart Book Nook will run a couple of programs for different age groups once a month.

Other planned programs and activities: postcard lecture, children's book author readings, a cemetery tour, ongoing youth theater workshop, pumpkin painting, a new YA game night, and more.

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 action yet on transition of ownership from school district to the village; and no rental agreement has been offered to the library yet.

Janet will house the four air-conditioners belonging to the library rather than

make arrangements with the village once it owns the Churchill building. Once the a-c's are removed, we can ask the school to turn on the heating system in the library.

Developing the new property: Mike reported results of a discussion with the architect, Paul Mays. We should plan a really robust outreach — meet with the village's planning committee in October and schedule meetings with the community in November and February. Barbara will contact the village clerk for contact information and to get dates for Paul. If the meetings are at the Village Hall, we'd like the back left room available for kids, so their parents and caregivers can attend the meeting. Refreshments (from TPs?) should be made available. We agree the meetings should not be recorded.

A Special meeting held via Zoom on August 2, 2022, had the purpose of signing a consulting agreement with Financial Development Agency. On June 20, 2022, Matt Blumenfeld of FDA held a two-hour virtual workshop on developing a campaign, outreach, resources, and campaign materials, at a cost of \$1,000. Further training, coaching, and consulting will be billed at \$160 per hour.

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

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

Computer security: The new financial computer, on which ISD in Oneonta is installing upgraded security and QuickBooks, will be delivered as soon as possible. Linda, Millie, Erika, and Evening Star all have both inquiry access and transfer authorization.

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. Also, several trustees reported they have not received mailings, which is a problem because we don't know why.

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 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.

We discussed the need to hire legal review on the wording of some policies.

Old business

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

New business

Adjournment: Adjourned at 7:00 p.m. (motion by Millie; second by Mike).

Upcoming meetings and events of interest

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

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

Monday, November 28, at 6:00 p.m.: Regular board meeting

Monday, December 26, at 6:00 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary