

Minutes of the Stamford Library Association Meeting Monday, March 27, 2023

Present at the Stamford Library: Trustees Barbara Balliet, Millie Faulkner, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Director Erika Eklund; Patron Beth Mowry

Call to order: Barbara called the meeting to order at 5:30 p.m.

Minutes: Minutes of the March 6, 2023, Regular board meeting were approved (motion by Linda; second by Stephanie).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

A P&L year-to-date statement through February 28, 2023, shows total income as \$3,935.75 and total expense as \$29,519.88. (An approved budget for 2023 year will be submitted to the bookkeeper for comparisons with final actual and budgeted 2022 numbers.)

A Balance Sheet as of 2/28/23 shows total assets as \$2,654,783.98.

Wayne Bank Checking account (2720) statement on 2/28/23 had a balance of \$7,494.88. **Wayne Bank Investor MMA** account (3242) statement on 2/28/23 had a balance of \$61,741.13, which includes interest year to date of \$25.48. **Wayne Bank Business Checking (construction)** account (8612) statement on 2/28/23 had a balance of \$7,938.81.

Millie reviewed check sequence, deposits, and bank statements and invoices.

We expect statements after the end of the quarter on our **Homestead Funds Regular** account, our **Homestead Building Fund** account, and on our **Tompkins Financial Advisors Regular** account. We intend to meet with our Homestead and Tompkins advisors in the next few months to re-evaluate specific investments.

Millie created a helpful spreadsheet of income received (as compared with all income earned) from Homestead, Tompkins, and the MMA accounts, with a two-month, year-to-date value of \$12,347.85 (\$395 from Homestead; \$11,927 from Tompkins; and \$25 from MMA).

2023 Budget: The board discussed the 2023 budget and agreed to add a footnote explaining that the income shortfall of around \$34,000 can be taken from investment income if it turns out to be needed (motion by Stephanie; second by Mike). The board approved the 2023 budget (motion by John; second by Janet).

The board approved the financial report (motion by John; second by Stephanie).

Library director's report

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

Operations

Anti-sexual harassment training is required annually by the state. Erika had provided the trustees with YouTube links to the training videos and collected signed acknowledgments of independent completion from the trustees for their personnel folders.

Job descriptions: Barbara and Erika met with employees regarding revised job descriptions and performance reviews.

Upgraded connectivity: We had 4CLS staff here to improve our electronic services, which included new and replaced switches, router, and indoor access.

Funding: We received partial payment — about 10%, or \$143.37 — of LLSA (Local Library Services Aid).

We received a check for \$1,500 from the Stewarts Foundation in response to the Holiday Match application submitted in January.

We received \$200 from the Town of Jefferson, earlier than usual this year.

Annual report: Preparing the 2022 report for 4CLS involved working with Millie to correct year-end numbers shared with Evening Star before submitting the report. Copies of the report will be distributed to the board once the accepted report is received.

Erika prepared some key takeaways for board: Service population per charter: 2,505; Open hours per year: 1,703; Public computer use sessions: 1,878; Print materials in collection: 20,267; Electronic materials for loan: 12,770; Non-print items: 1,951; Total holdings: 35,541; Visitors in 2022: 10,833; Stamford Central School District resident borrowers: 729; Resident borrowers outside the school district (Gilboa, Hobart, Jefferson, South Kortright): 535.

Programming included 268 sessions, including 147 for Adults, 33 for Young Adults, 51 for Ages 0 to 5, and 21 for Ages 6 to 11. Total program attendance was 2,167. Total circulation reached 13,002, with 10,823 physical items and 2,179 electronic items.

For Inter-Library Loan (ILL), we borrowed 3,278 items and we loaned 3,504.

New PayPal account: We now have an account dedicated to the construction account. We should now be able to receive donations directly into this account.

Archeological research on land purchase: Hartgen Archeological Associates of Rensselaer reported that it is making progress with the research phase of the study but will have to wait for weather improvements before doing further onsite work.

Linda will speak with Architect Paul Mays and get his recommendation on whether the board should authorize an additional \$750 for Hartgen regarding steps in "the second SHPO letter."

Programs and Outreach

Community meetings: Two informational meetings about the new library were scheduled, organized, widely advertised and promoted, held, and well received. Architect Paul Mays presented plans to the community and fielded questions as an introduction to the SLA's intention to build a facility to meet community needs.

Social media presence: The website and other social media were updated to share notice of upcoming community meetings and programs with the public.

Stamford Business Alliance: We renewed our membership and are working with them to provide a story walk throughout the village for their Earth Day 5K event.

Neighborhood Forest: The library has been registered with this organization that will supply between 50 and 100 trees for children to plant. This information will be shared with Paul Mays and perhaps become part of the new library planning.

Delaware County Safe against violence will supply resources — pinwheels, coloring pages, etc. — for children and their caregivers in April, which is Sexual Assault Awareness Month and Child Abuse Prevention Month.

Financial information series: As part of this series, we hosted a first-time home-buying program in March — testing the capacity of our History Room space with 9 people in attendance.

First Book Marketplace: We were told that our community income levels meant we did not qualify for discounted children's books (using the school's free- and reduced-lunch figures). Erika will pursue.

Archive clerk's report

Erika shared a report prepared by Karen Cuccinello, our archives clerk, covering the period from January through March 2023.

Monthly articles: Karen has been writing and submitting about three articles a month to the Mountain Eagle, after which she disseminates them even more broadly by posting them on the library's Facebook page.

History hour: Karen expects to hold a history hour on the third Wednesday of each month. The March hour followed a major snowstorm so had no one attending.

Postcard organizing: Karen has sorted, labeled, and put the library collection of picture postcards in protective sleeves and binders.

DeSilva scrapbooks: Karen is making hard copies of the yearly DeSilva scrapbooks to protect the originals from needing to be handled; the originals cover the 1930s to 1976; copies are now complete to the mid-1960s.

Deeds: The Village donated deeds from the 1960s to the 1990s, which are now organized.

Duplicate school yearbooks: We've posted notice of extra copies for sale on the Delaware County Facebook page.

Findagrave.com postings: Karen enriches her articles with gravestone photographs, which she then posts on findagrave.com.

Communications: Karen responds to the email and Facebook messages she receives, which even include occasional donations.

Committees

Building (plant, planning, funding, constructing): Linda (chair), Barbara, John, Mike

Churchill Building lease: A lease has been signed (motion by John; second by John), for \$1,253 a month, retroactive to January 2023 and expiring in April 2024.

New building intro to community: The two meetings at which Paul Mays introduced the community to the new library plans were well attended and follow-up newspaper reporting was fine. Result was general enthusiasm.

Neighbors who voiced concerns were encouraged to submit a comment form so their opinions can be incorporated into future discussion.

Janet will write a Thank-you to the newspaper, which will also be posted on the website. The library's website will have a page dedicated to building progress. Physical plans can circulate as long as they say "Draft" on each page.

New construction P&L: A line-item list must be generated for income and expenses for the new construction.

The library was required to pay tax on some line item — school taxes? — at the time of the new property closing (August 24, 2022). A note in the minutes says that Mike West, Esq., would file a tax exemption. No further details were offered.

Fundraising consultant: The board agreed to have Stephanie pursue hiring a fundraising consultant; Mike and Barbara have a Zoom meeting scheduled with Mays and will ask him for suggestions as well.

First donation: Millie reported that the first donation for the new library, of \$500, was received from Claire Chastaine, Lyle's widow.

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

Donor coordination: Millie and Ellen met to put together a preliminary list of fields to track in a spreadsheet dedicated to donors supporting the new building.

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

A frequent public cry is that the library has lots of money and so doesn't need community donations. Millie explained that the library uses funds raised through the tax levy to cover payroll expenses, which ensures job security for employees and keeps jobs in the community. The library uses interest income from our investments to provide income for future operating costs but avoids using the principle itself so that the investment will continue to generate income. (In September 2003, the principle — the initial amount of the library's share of the Baird will — was under \$1.374 million. In December 2022, the Tompkins balance listed as \$2.348 million.)

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

Staff job descriptions: Barbara and Erika have been revising individual job descriptions for our library clerks.

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

The committee continues 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

Plaque in memory of Lyle Chastaine: Millie delivered the plaque donated to the library by the library trustees in honor of Lyle Chastaine's many years of service to the library.

New trustees: Several people have been recommended to the board as additional trustees and have been invited to attend board meetings so that current and potential trustees can interact. The current trustees will vote on recommended additions in due course.

Funding sources: Linda is preparing a list of potential funding sources, including sources provided by 4CLS.

New business

Banners: It was recommended that we explore the costs for having banners printed that we can use when setting up local booths or tables for various activities.

Adjournment: The meeting was adjourned at 7:11 p.m. (motion by Linda; second by Mike)

Upcoming meetings and events of interest

Monday, April 24, at 5:30 p.m.: Regular board meeting; Homestead Zoom at 6 p.m.

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

Respectfully submitted,

Ellen Thorn, Secretary