

## **Minutes of the Stamford Library Association Meeting Monday, March 6, 2023**

Present at the Stamford Library: Trustees Barbara Balliet, 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 5:37 p.m.

**Minutes:** Minutes of the January 23, 2023, Regular board meeting were approved (motion by Linda; second by Mike).

### **Financial reports**

Financial reports were distributed physically at the meeting. The board was asked to review them for future approval.

**A P&L statement** through January 31, 2023, shows total income as \$1,102.79 and total expense as \$12,617.64. (Year to date consists of a single month and an approved budget for the year will not be submitted to the bookkeeper until final numbers for 2022 are in hand, so comparisons are not yet possible.)

**Wayne Bank Checking** account statement on 1/31/23 had a balance of \$7,938.81. **Wayne Bank Investor** account statement on 1/31/23 had a balance of \$61,727.68, which includes interest year to date of \$12.03. **Wayne Bank Business checking (construction)** account statement on 1/31/23 had a balance of \$18,285.83.

We expect statements after the end of the quarter on our **Homestead Funds Regular** account and our **Homestead Building Fund** account. We also will schedule a visit from our agent in the next few months.

We expect a statement after the end of the quarter on our **Tompkins Financial Advisors Regular** account. We also will schedule a visit from our agent in the next few months.

**2023 Budget:** The Finance Committee met and made further clarifications and changes to the budget the board received for the January meeting. The board was asked to review the revised budget for future approval.

### **Library director's report**

Erika distributed a written report at the meeting and expanded on it.

### **Operations**

**Annual report:** Preparing the report for 4CLS took a tremendous amount of time, especially because of the deficit budget. (The state requires that income and

expense match.) After some extra Zoom and phone sessions with Steve Bachman, 4CLS accepted the report. (The major problem was the inclusion of approximately \$26,000 attributed to a broker fee for purchase of building property.) Copies of the report will be distributed to the board once the accepted report is received. Erika intends to prepare some key takeaways to be shared at the next board meeting and for sharing with the public at the upcoming community meetings.

**Paperwork:** Erika followed through on various insurance, legal, and tax documents — signing, scanning, forwarding, filing, and other standard housekeeping details.

**Hours of operation:** We implemented our changed hours and updated the website and other social media.

**Job descriptions:** Library clerk job descriptions were refined and employee-specific tasks were created for review and board approval; these include assistance in programming; circuits; accessions; in-library promotions; and website. The board voted (motion by John; second by Stephanie) to approve these revised job descriptions.

**Code enforcement:** We scheduled a fire and safety inspection with Rich Irwin, the village's Code Enforcement officer.

### *Programs and Outreach*

**Blind Date with a Book:** For this major annual February program, books were selected books in four categories (Adult; Young Adult; Juvenile; Picture Books). Profiles describing each book were prepared before books were wrapped and presented. A database was created to track the books. More than 150 books were checked out as part of the program and more than 100 reviews were submitted. Winners of the prize baskets were selected during the February 25 Book and Bake Sales.

**Book and Bake Sales:** The turnout was wonderful despite the snowy day and competing with a snowmobile event. The library made nearly \$700 and signed up five new library cardholders. Lindsay is writing thank-you notes to all those who volunteered, baked, and donated other items for the event.

**Summer Reading Program:** Erika has met with Julie Rockefeller to select books for her free lending library. They will team up again to offer self-led summer reading activities throughout August. We will also have summer reading activities in July through Camp HERE.

**Quilting workshop:** We had 12 people make quilt blocks for Megan's workshop on February 11. We're considering creating a large library quilt by providing materials for patrons to create individual quilt squares that can then be sewn together.

**Financial information series:** Western Catskills Scam Prevention program was well attended. The March 18 topic is first-time home buying. April's topic is managing inflation.

**Little One's Story Time:** Lindsay's program attracts an average of 15–20 people each week, during which the kids learn songs, dance, move, and enjoy great stories, all related to a weekly theme.

**Young Adult Book Club:** We're planning to arrange a peer-led group, meeting once a month on a Tuesday at 6 p.m. We intend to reach out to kids in Stamford, Jefferson, South Kortright, and Gilboa.

**History Hours:** Karen will present the first of her new monthly History Hours on March 15 at 10:30 a.m. Instead of a formal presentation, this will be more of a discussion where people can bring their own items in, in addition to highlighting interesting tidbits from the library's collection.

## **Committees**

Barbara is redefining some of the committees.

### ***Advocacy (community public relations)***

Advocacy will be subsumed as part of the Fundraising committee.

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

The Building Committee is involved with both the current Churchill facility that SLA rents from the Village; and all the planning, funding, and constructing efforts related to the development of new facilities.

**Churchill Building lease:** Ellen Bach, Esq., drafted a revised lease, for submission to the mayor, which Barbara will share with the board. John had a query about the renewal issue.

**Community rollout of new construction:** To introduce the public to our general building plans and to explain why we need a new library, the committee arranged to hold two community meetings at the Village Hall — on March 23 at 6:30 p.m. and on March 25 at 11 a.m. Architect Paul Mays will present a 20 minute talk and then allow public comments. SLA will provide refreshments and offer children's activities at the library during the length of each meeting. Board members are encouraged to invite the public to attend, especially members from local boards, mayors, town supervisors, and supporters.

The library's website will have a page dedicated to a building progress report.

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

**Budget:** Millie, Linda and Ellen met on February 13, reviewed and amended the 2023 draft budget, and made recommendations for board review. The board agreed agreed (motion by John; second by Linda) to the committee's recommendation to change the policy so that a draft budget is presented to the board in January by the Finance Committee and a final budget is voted on in March (once final numbers from our investment accounts are in hand).

**Legal retainer:** The board voted (motion by Barbara; second by Mike) to authorize an additional \$1,000 as a retainer for legal counsel.

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

The Fundraising Committee will be responsible for advocacy — reaching out to the community to share information about sponsored activities and encouraging donations for operations through appeals and annual mailings. (The Building Committee will organize the new construction fundraising, through grants and community outreach.)

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

**Staff job descriptions:** Revised job descriptions for our library clerks were prepared and presented to the board for approval.

**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.

To be incorporated into the library's policy guide: a new policy regarding budget preparation and a new policy of unanimous consent on electronic voting.

## **Old business**

**Anti-sexual harassment training** is required of all staff and trustees annually. Erika will explore whether part of the training can be completed online instead of in a group meeting and provide us with links for the training video and case studies before discussions at the next board meeting and certification.

**Plaque in memory of Lyle Chastaine:** Millie ordered a plaque in honor of Lyle Chastaine, which can be displayed at the library. Board members agreed to donate personal funds toward the plaque. (Please get your donation to Millie, \$12.00 per board member for those who would like to contribute.)

**New trustees:** Several people have been recommended to the board as additional trustees and have been invited to attend a board meeting so that current and potential trustees can interact.

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

## **New business**

**Electronic voting:** The board approved (motion by Janet; second by Stephanie) a policy of "unanimous consent." This means that following a discussion, the board can make decisions without being physically present at a meeting, but only if all voting members of the board consent in writing.

**LaMont Warner art:** Stephanie reported that the late Mark Sullivan has donated a Warner painting to the library. We will pay for it being shipped from Indiana.

**Adjournment:** The meeting was adjourned at 7:15 p.m. (motion by Janet; second by Mike)

**Upcoming meetings and events of interest**

**Thursday, March 23, at 6:30 p.m., at Village Hall: community meeting re: new building plans**

**Saturday, March 25, at 11 a.m., at Village Hall: community meeting re: new building plans**

**Monday, March 27, at 5:30 p.m.: Regular board meeting**

**Monday, April 24, at 5:30 p.m.: Regular board meeting**

Respectfully submitted,

Ellen Thorn, Secretary