

Minutes of the Stamford Library Association Meeting Monday, April 24, 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; Patrons Damian Hill, Sean Lynch, Beth Mowry

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

Minutes: Minutes of the March 27, 2023, Regular board meeting were approved (motion by Millie; second by John).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

A P&L year-to-date statement through March 2023 shows total income as \$7,112.03 and total expense as \$43,254.05. (A 2023 budget was submitted to the bookkeeper for comparing year-to-date actual vs. annual budget numbers.)

A Balance Sheet as of 3/31/23 shows total assets as \$2,888,983.92.

Wayne Bank Checking account (2720) statement on 3/31/23 had a balance of \$2,594.21. **Wayne Bank Investor MMA** account (3242) statement on 3/31/23 had a balance of \$56,256.64, which includes interest year to date of \$40.99. **Wayne Bank Business Checking (construction)** account (8612) statement on 3/31/23 had a balance of \$8,336.49.

A spreadsheet reported Transaction details for the month of March.

Millie reviewed check sequence, deposits, and bank statements and invoices for a monthly report called SL Financials.

At the end of the quarter (3/31/23), our **Homestead Funds Regular** account (65001) reported a value of \$194,746.11 (up from \$187,350.06 on 1/1/23). At the end of the quarter (3/31/23), our **Homestead Building Fund** account (84584) reported a value of \$50,013.26 (up from \$48,021.81 on 1/1/23).

At the end of the quarter (3/31/23), our **Tompkins Financial Advisors Regular** account (008107) reported a value of \$2,444,655.34 (up from \$2,348,403.00 on 1/1/23).

Millie updated her spreadsheet reporting cash by investment source (Homestead, Tompkins, Money Market interest) by month, so we can monitor income. Three-month, year-to-date value of \$12,561.51 includes \$593.18 from Homestead; \$11,927 from Tompkins; and \$40.99 from MMA.

Millie arranged a Zoom meeting with Homestead from 6 p.m. to 6:30 p.m. Agent Bill Kindle filled in for Chris Hodges.

Millie will arrange a Zoom meeting with our agent at Tompkins as part of our May meeting, to re-evaluate specific investments, reconsider our current real estate prohibition, and possibly rebalance our allocations.

The board decided (motion by Stephanie; second by Janet) to table the approval of the financial report pending review of some P&L items.

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

Robinson Broadhurst grant: Erika submitted the report required by April 1 on the 2022 grant; and created a spreadsheet for tracking the 2023 grant.

4CLS minigrant: Erika applied for \$1,305 to provide 29 sessions on an Adult Computer and Digital Literacy series in June and a Homework Club series in the fall. We expect a decision on the grant in May.

Tax levy: The school district proposed to cede responsibility for collecting the school district tax levy, approved in 2016, to the village — on the grounds that the village now owns the building housing the library. Erika asked Steve Bachman of 4CLS to respond and five library trustees — Barbara, Millie, Linda, Ellen, and Janet — attended the April school board meeting with a document explaining that the village cannot tax school district taxpayers. We got the school district to withdraw Proposition 3 from its budget proposal.

Automation agreement: The new, three-year automation agreement we signed with 4CLS is \$6,844, down slightly from the previous \$6,908.

Circulation problems healed: Some sleuthing and research helped to track down items “long in transit” in the ILL (Inter-Library Loan) system and are now filed correctly and available for circulation.

Building rent established: Evening Star now has the rent arrangement with the village set up and brought current.

We're still working out services (e.g., garbage pickup; lighting problems) with our new landlord.

Tax paperwork: Erika received a Notice of Failure to File Return NYS-45, which included a \$1,000 penalty. Evening Star will follow through with this item that it says BQ failed to file.

Bookkeeping: Evening Star intends to obtain the correct construction account checks and readjust accounts.

We also need to confirm that Evening Star has our policy that checks over \$500 need a second signature.

Funding: We received partial payment of the tax levy — \$6,746 — in April and a dividend check from Utica National Insurance of \$396.75.

Phone service: Repairs were made; the service call requested we be available during their service “time slot” of 8 a.m. to 8 p.m.!

Jury duty: Director Erika has been notified to report for jury duty in Schoharie County starting May 3.

Programs and Outreach

Social media presence: A new website was added that has a page dedicated to building progress. Physical plans identified as drafts are available for the public and include a comment form that can be submitted to the library.

The Mountain Eagle allowed us to post Liz Page’s story about the new library on our website. Erika will also keep Page informed about events listed in our monthly newsletter for inclusion in the newspaper’s community calendar.

Annual Report: Erika forwarded a copy of the 2022 Annual Report to School Superintendent Glen Huot.

History hour: Karen held a History Hour, with seven attending. A lively discussion and some ideas for future research resulted.

First Book Marketplace: It requires that 70% of children in our coverage area be under the poverty line. The school’s free and reduced lunch numbers of 48.9% makes us ineligible.

Book Depot: Erika was able to create an account in the hopes of picking up affordable LP books. She reached out to other 4CLS libraries, hoping to split a bulk purchase order.

Stamford Business Alliance: We provided a story walk (“Trail Tale”) during the Earth Day 5K event.

Construction-related items

Archeological research on land purchase: Hartgen Archeological Associates of Rensselaer was onsite to complete the fieldwork on the property and the additional work requested by SHPO.

Architect invoice: We finally received — and paid — an invoice from Butler Rowland Mays that wasn’t issued in 2020 as we awaited the outcome of a Robinson Broadhurst grant. There were some transfers required to get this transaction funded appropriately, from the construction account.

Community meetings: We introduced the community to our new library preliminary building plans by holding two presentations in March run by our architect.

Refreshments prepared by Ulla Wadner were provided. The cost for her invoices was charged to the construction account.

The draft plans introduced to the public at those meetings have been stamped, dated, laminated and placed at each front desk with comment forms for patron input.

Committees

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

Fundraising consultant: Mays had recommended a woman who retired from Gloversville library; Stephanie is pursuing the possibility of hiring her.

Construction P&L: Line items for income and expenses for the new construction must be generated so they can be tracked, especially relating to grants.

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

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

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

Advocating for the library: 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.

A banner on the new property would be appropriate for a community meeting held there, perhaps in October.

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

Job descriptions: Barbara and Erika met with Megan and Lindsay regarding revised job descriptions for our library clerks and performance reviews.

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

The committee continues its reviews and updates.

Check signatures: The committee should revisit and recommend a policy for signatures needed for construction-related expenses.

Executive session: The board went into Executive session at 7:00 p.m., during which we voted (motion by Linda; second by Stephanie) to seat additional trustees to the SLA board. The session ended at 7:05.

Old business

New trustees: According to our amended charter, granted November 16, 2021, we could increase our trustees to no more than 13. The board voted, therefore, to increase the trustees on the SLA board to seat Damian Hill (motion by Michael; second by Millie), Sean Lynch (motion by Janet; second by Stephanie), and Beth Mowry (motion by Linda; second by Barbara) as soon as their memberships in the SLA are confirmed as current.

Plaque in memory of Lyle Chastaine: The board will invite Claire Chastine to attend the next board meeting so she can be given the plaque honoring Lyle Chastine's many years of service to the library. She may want to keep it or

donate it to hang in the new library building. Liz Page of the Mountain Eagle should be asked to photograph the occasion.

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

New business: None

Adjournment: The meeting was adjourned at 7:06 p.m. (motion by Linda; second by Stephanie).

Upcoming meetings and events of interest

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

Respectfully submitted,

Ellen Thorn, Secretary