

## **Minutes of the Stamford Library Association Meeting Monday, June 26, 2023**

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

**Call to order:** Barbara called the meeting to order at 5:33 p.m.

**Minutes:** Minutes of the May 22, 2023, Regular board meeting were approved (motion by Mike; second by Janet).

### **Financial reports**

Financial reports were distributed electronically in advance of the meeting, although discussion of financials was deferred until Millie is present.

**A P&L year-to-date statement** through May 2023 shows year-to-date actual income as \$41,404 vs. an annual income budget of \$135,776; and year-to-date actual expense as \$50,235 vs. an annual expense budget of \$170,035.

A Balance Sheet as of May 31, 2023, shows total assets as \$2,877,873.72.

**Wayne Bank Checking** account (2720) statement on May 31, 2023, had a balance of \$1,900.80. **Wayne Bank Investor MMA** account (3242) statement on May 31, 2023, had a balance of \$17,681.86, which includes interest year to date of \$50.35. **Wayne Bank Business Checking (construction)** account (8612) statement on May 31, 2023, had a balance of \$48,336.49.

A spreadsheet was prepared that reported Transaction details for the month of May.

On June 14, Millie notified the board that the requested \$40,000 drawdown from Tompkins Financial was deposited into the construction fund on May 31; that the \$40,000.00 from Homestead (\$20,000 from the construction fund and \$20,000 from the main fund) was deposited into the checking account on May 9. Because the Investor account at Wayne Bank requires a balance of at least \$25,000, Millie made the following transfers: (a) she transferred \$40,000 from the Homestead drawdown out of the checking account and into the Investor account; and (b) she transferred \$20,000 from the Tompkins drawdown out of the construction account and into the Investor account.

Ellen summarized and distributed a brief history of the library's investments. The board thought an abbreviated version would help the public understand the limitations on the library's use of its funds.

## **Library director's report**

Erika prepared a written library director's report, which she elaborated on and distributed electronically after the meeting. In addition to her regular monthly meetings, tasks and updates, Erika reported the following operational and program tasks at the meeting.

### **Operations**

**AED machine:** We were able to purchase an AED (Automated External Defibrillator) on sale. (Part of the grant we requested from Robinson Broadhurst in December 2022 was for purchase of such a unit.) We are still waiting for Delaware County Emergency Services to provide a list of training providers.

**Grants: Robinson Broadhurst grant:** We deposited a check from the Robinson Broadhurst Foundation for \$25,995 on June 3.

**CORE Values grant:** Erika wrote a successful grant; she deposited a check for \$1,200 on June 14.

**Hobart Inner Wheel:** sent a \$100 donation.

**Staff change:** With Rob resigning, Erika will readjust staff schedules to cover all shifts. At some point, she may decide additional hiring is necessary.

**Library email address:** 4CLS provided Linda a 4CLS email address to use when applying for library funding.

**Library name change:** Erika and Linda were able to survive the complex process of getting the library's name changed with the state and the State Financial System.

**Village maintenance support:** Garbage is now being collected from the library. Lighting and toilet repair are in the works.

### **Programs and Outreach**

**Hoopla costs:** Erika worked with Hoopla to adjust our account to reduce our monthly cost. We kept the number of monthly borrows at 5, but restricted borrowing to titles costing under \$2.85. Erika will monitor and readjust as needed.

**Energy Education program:** Eight people attended the Cornell Cooperative Extension's Energy program on June 17. Erika reported that Cheryl Starcher was encouraged by the turnout and hopes to come back in the fall to do another program. She also said she would like to take part in the Wellness Fair we are planning to bring back this September.

**Apron sewing:** Program was enjoyable and plans are underway for another program with Megan Avery of Hipstitch Academy in the fall.

**Tune into Main Street (was Porchfest):** We registered for the July 29 event and expect to host the same musical group as last year, 13 for Life.

**Summer Reading** Erika and Lindsay met with Julie Rockefeller to plan the program. We will focus in July on Camp HERE students and in August on self-led summer reading collaboration with the Book Nook. Several other all-ages

events are planned for August, including the Zoomobile, a paint-and-sip lemonade party, and an All-Tied-Together tie-dye event themed around the “All Together Now” Summer Reading Program theme.

**Banner and Go Box:** Erika designed a banner for the library and populated a “Go Box” with other promotional materials and with information from the 2022 Annual Report. It was set up at the Hobart Community Center on June 15 and ready for use at the Festival of Women Writers.

#### *Construction-related items*

**DLD funding:** Through 4CLS, we submitted the Intent to Apply application for funding through the Department of Library Development. On June 9, we got preliminary notification of funding of \$150,000 with a \$50,000 local match.

**O’Connor Foundation meeting:** Barbara, Linda, and Erika met with Amy Warner, Executive Director of the O’Connor Foundation, on May 24 to discuss the building project. Erika reported that Warner expressed enthusiasm and excitement.

**Robinson Broadhurst funding:** Barbara, Linda, and Erika met with Don VanEtten, Heather Clark, and Patty Callagy from the Robinson Broadhurst board on June 7. We were not successful in being awarded reimbursement for the new property from Robinson Broadhurst — it is currently overextended — but it’s possible it could reimburse us in the future.

**Hartjen Archeologists Associates:** Hartjen submitted its final report, which was reviewed by Linda, Paul Mays, and Erika. Hartjen findings were submitted to the New York State Historic Preservation Office (SHPO). We received word that SHPO has accepted the submission of the Phase IA/IB archaeological survey.

#### **Committees**

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

**Fundraising consultant:** We’re still looking for a fundraising consultant. It’s possible FDA (Finance Development Agency), which ran an introductory workshop for us last year, may become available again by the time we need them; the board asked Linda to ask FDA to add us to their waiting list. (We aim to build in 2026 but should have all building funds ready before we begin.)

**Paul Mays:** The architect was invited to attend our next board meeting, either in person or via Zoom.

**NY Forward:** Linda reported that funds are available through this program — awards up to \$4.5 million — to invigorate and enliven downtowns in smaller and rural communities; and that she will explore this avenue.

**NYSERDA:** Stephanie gave Linda contact information of someone at NYS Energy Research & Development Authority who will help us write grants and will work with our architect.

**Possible donors:** Barbara would like to identify people in the community who might be interested in supporting the building of a new library. Linda is creating a list of corporations that are potentially interested.

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

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

**Investment history:** Ellen distributed a short history of the library's investment history.

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

**Jefferson Heritage Day:** The board was reminded that we will have a table at the Jefferson Heritage Day event on July 8 to promote the library to our neighbors. We'll need people to sign up to staff the table for the event.

**Yard sale:** The board was reminded that Stamford Village is holding a yard sale on August 12 and that items donated to the library for this sale will be very much appreciated. Also, we need people to sign up to staff the tables for the event.

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

**Job descriptions:** Barbara and Erika have completed the revised job descriptions for our library clerks, which Barbara will distribute for board review.

**Vacation adjustment:** The board voted (motion by Stephanie; second by Janet) to increase Erika's paid vacation time from one week to two weeks, beginning this year.

**Conflict of interest policy:** After presenting the issue to 4CLS head Steve Bachman, the board discussed and agreed (motion by Stephanie; second by Linda) that the requirements of transparency have been met and that we want to recommit to hiring a member of the board to provide a series of paid workshops. A duty to disclose the possibility of potential conflict and an action that is in the best interest of the organization are two characteristics that should be emphasized in the library's policy. The policy committee will add review of this policy to its list of updates.

**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.

## **Old business**

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

**New business**

**Promotional items:** With his successful experience arranging T-shirts for the school, Sean offered to draft for Erika's review a preliminary T-shirt design for the library.

**Adjournment:** The meeting was adjourned at 6:38 p.m. (motion by Stephanie; second by Mike).

**Upcoming meetings and events of interest**

Saturday, July 8: Table of promotional info at Jefferson Heritage Day

**Monday, July 24, at 5:30 p.m.: Regular board meeting; Architect Paul Mays to attend**

Saturday, August 12: Table & sale items at Stamford Community Day

**Monday, August 28, at 5:30 p.m.: Regular board meeting**

Respectfully submitted,

Ellen Thorn, Secretary