

## Minutes of the Stamford Library Association Meeting Monday, October 30, 2023

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

Following the election at the Annual Meeting, terms for the trustees are:

Term ending January 2025: Barbara, Damian, John, Stephanie

Term ending January 2026: Pat, Linda, Janet

Term ending January 2027: Millie, Mike, Ellen

**Call to order:** Barbara called the meeting to order at 5:26 p.m.

**Minutes:** Minutes of the October 2, 2023, Regular board meeting were approved (motion by John; second by Janet).

### Financial reports

Financial reports were distributed electronically in advance of the meeting. Millie explained that reports sometimes vary because of different time frames.

**A P&L year-to-date statement** through October 23, 2023, shows year-to-date actual income as \$33,100.92 vs. an annual income budget of \$135,776.17; and year-to-date actual expense as \$144,955.63 vs. an annual expense budget of \$170,035.00.

New library income year-to-date actual was \$2,918 vs. a total budget of \$4,504,500.00. New library expense year-to-date actual was \$38,420.89 vs. a total budget of \$4,377,000.00.

A Balance Sheet as of September 30, 2023, shows total assets as \$2,797,600.63.

**Wayne Bank Checking** account (2720) statement on September 29, 2023, had a balance of \$1,143.42. **Wayne Bank Investor MMA** account (3242) statement on September 29, 2023, had a balance of \$64,622.31, which includes year-to-date interest of \$118.69. **Wayne Bank Business Checking (Construction)** account (8612) statement on September 29, 2023, had a balance of \$16,779.49.

Millie reviewed check sequence, deposits, and bank statements and invoices in a report called Bank Accounts—September 2023.

Homestead Funds reported a total portfolio value for Account 65001 at the end of the third quarter (July 1, 2023, to September 30, 2023) at \$176,587.12.

Homestead Funds reported a total portfolio value for the Building Fund Account 84584 at the end of the third quarter (July 1, 2023, to September 30, 2023) at \$30,754.84. Tompkins Financial Advisors reported a total portfolio value for Account 008107 at the end of the third quarter (July 1, 2023, to September 30,

2023) at \$2,374,896.44. Year-to-date income earned is \$42,225.03.

Millie updated her spreadsheet reporting income by investment source (Homestead, Tompkins, Money Market interest) by month. Through September, year-to-date value includes \$2,382.24 from Homestead; \$34,407.97 from Tompkins; and \$103.69 from MM, for a year-to-date total of \$36,893.90.

Millie and Linda reviewed the investment reports to break out the gains. After the meeting, Linda shared the resulting spreadsheet with the board showing year-to-date income at \$63,018.87 and expense at \$144,955.63. Anticipated outstanding income is \$52,635.34. This results in a projected loss of \$55,280.79.

The financial reports through September were approved (motion by Millie; second by Barbara).

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

Erika distributed a written report at the board meeting. In addition to her regular monthly meetings, tasks and updates, Erika reported the following operational, programs, and construction-related items at the meeting.

#### **Operations**

Erika called the village offices concerning the lack of lighting and followed up with a call to the mayor one week later. This week there is more light! We'd like a schedule for improved lighting and improved heat.

Erika spoke to Stamford's DPW about the lack of heat, which has now been turned on. We still need to use space heaters, which, unfortunately, have tripped the breaker. Erika plans to get a thermometer to provide specifics. We'd like to clarify the schedule for improved heat. (Heat is included in our monthly rent.)

Erika was able to obtain a sticker for her car so she can use the transfer station for library trash.

Jesse at the village's DPW asked our preference for a scheduled closure so concrete at the front entrance could be sealed; after informing sources, the weather didn't cooperate so reconstruction will be rescheduled!

Most of the sidewalk work has been completed. However, the Post Office refuses to deliver mail while the construction cones still appear out front!

Erika participated in a 4CLS Directors Conference Call, an Adult Services Conference Call, and Day of Learning — much of it discussing conflict resolution; much of these resources will be shared during an upcoming staff development day.

Erika participated in a Zoom meeting with Financial Development Agency on library fundraising and shared the information with trustees at a fundraising committee meeting two weeks later.

4CLS has been working on updating our computers and will be switching all computers in its system to Windows 11 in 2024. Erika is considering grants and other options to remain compatible with 4CLS updates.

4CLS provided a physical copy of the 2022 annual report on October 18 and

will eventually send it electronically. In the meantime, Erika scanned it for review and will supply that to those who ask. She found the following details of interest: (1) Of the 42 libraries reported on, Stamford ranked 32 in the amount we receive through taxes, a per capita rate of \$18.52. (2) We are ranked 15 out of 42 for circulation per capita. (3) For interlibrary loan (ILL), we ranked 18 out of 42 for books borrowed from other libraries; and 10 out of 42 for books loaned to other libraries.

Stamford-Hobart Inner Wheel made a \$25 donation in honor of Flora Trappenburgh, who loved flowers; so we purchased an appropriate title and inserted a bookplate in her memory.

Erika and the staff have been organizing to gain space and to coordinate crafts and programming supplies.

### **Programs and outreach**

We set up a display for Banned Book Week and replaced several books that we discovered had been “lost/assumed stolen.”

Erika met with Stephen Kasloff, a frequent donor and supporter, to discuss our performing arts program.

Erika selected books at the library in Margaretville per the 4CLS preview book program.

### **Construction-related items**

Erika received three copies of the mapped survey plan and written description from JHA.

## **Committees**

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

The committee wants to arrange a meeting with the Robinson Broadhurst and with the O’Connor Foundations. Barbara would like significant commitments from them — and other donors — before we initially publicize our building funds.

Architect Paul Mays is preparing a color-coded spreadsheet of the floor plan broken into zones.

Matt Blumenfeld at FDA (Financial Development Agency) said he’d be preparing a source list for us. Mike will follow up.

Pat is researching various software applications for tracking donor information and will provide recommendations at the next board meeting.

Stephanie has created a detailed list of naming opportunities, including *exterior areas* (reading garden, front veranda, garden areas); *specific exterior items* (garden tables, chairs, benches, stone wall, gate; veranda rocking chairs, bike rack, individual trees, parking area lighting, parking areas, handicapped-accessible parking); *interior areas* (meeting room, children’s library, children’s activity room,

computer area, adult stacks area, reading nooks, teen room, local history room, main entry area, director's office, staff work area, art gallery area, meeting room kitchen, meeting room storage closet); *specific interior items* (children's stacks, tables, chairs, benches, activity wall; meeting room tables, chairs, portable stage, AV system and screen, storage cabinets, coat alcove; main entry brochure and display racks, bulletin boards, bench, circulation desk, director's desk; adult area stacks, periodical displays, casual seating, tables, chairs; portable computers; teen room table and chairs, casual seating, shelving and display units; history room locked storage, tables and chairs; lighting fixtures, clocks).

**Finance (fiscal oversight):** Millie (chair), Damian, John, Ellen

Millie reported that the committee is following up with the school district comptroller to determine whether the tax levy will continue to be reduced below the \$45,000 as authorized by school district voters in May 2016.

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

Nick Juried responded to the library's request that he will be sending a check the first week of January 2024 for \$250,000 for funding a dedicated history room in the new library to make a difference in a community. The board is delighted and would like to know how he would like the donation worded. Erika will speak to Matt Avitabile about holding off on newspaper coverage — Barbara would like A million dollars in donations before "going public."

Barbara and Mike will circulate a draft of a thank-you note. Gerry Stoner will send Erika a pdf of the newest letterhead.

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

At the previous board meeting, Erika and Barbara distributed revised job descriptions for the library clerks for board review, which the board now approved (motion by Linda; second by Janet).

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

The committee will continue its reviews and updates.

**Adjournment:** Adjourned at 6:30 p.m. (motion by John; second by Pat).

### **Upcoming meetings and events of interest**

Monday, November 27, at 4:30 p.m.: Finance committee meeting

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

**Monday, December 18, at 5:30 p.m.: Regular board meeting**

Respectfully submitted,

Ellen Thorn, Secretary