

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

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

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

Minutes: Minutes of the October 30, 2023, Annual board meeting were approved (motion by Mike; second by Pat) and Regular board meeting were approved (motion by Stephanie; second by Janet).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

Millie provided a corrected **P&L year-to-date statement** through November 13, 2023, at the meeting. It shows year-to-date actual income as \$47,519.83 vs. an annual income budget of \$135,776.17; and year-to-date actual expense as \$155,700.44 vs. an annual expense budget of \$170,035.00. This revised P&L was approved by Millie; second by Barbara.

New library income year-to-date actual was \$2,918.00 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 October 31, 2023, shows total assets as \$2,782,238.11.

Wayne Bank Checking account (2720) statement on October 31, 2023, had a balance of \$822.41. **Wayne Bank Investor MMA** account (3242) statement on October 31, 2023, had a balance of \$65,044.43, which includes year-to-date interest of \$136.26. **Wayne Bank Business Checking (Construction)** account (8612) statement on October 31, 2023, had a balance of \$13,446.19.

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

Homestead Funds and Tompkins Financial Advisors have not reported since the end of the Third quarter.

Millie updated her spreadsheet through which she reports income by investment source (Homestead, Tompkins, Money Market interest) by month. Through October, year-to-date value includes \$2,617.47 from Homestead; \$46,312.52 from Tompkins; and \$121.26 from MM, for a year-to-date total of \$49,051.25.

The financial reports through October were approved (motion by Millie; second by John).

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 and program-related items at the meeting.

Operations

Erika joined Barbara, Linda, and Millie to meet with Robinson Broadhurst Foundation representatives regarding how to structure grant requests to them. At this time, R-B doesn't have the capacity to be a sole donor, as so much of its investment is market driven. They'd prefer to give a significant donation for several years running.

In addition to strategy discussion, Erika prepared a 2024 grant request to Robinson Broadhurst for programs and materials for \$26,318, which includes print and digital materials, circuits, automation, research center, and various programs and supplies.

Evening Star requested W9s from the library's vendors, which Erika obtained. A NYSERTA application was denied.

Because it's been so chilly in the building, Erika has been tracking library space temperature and recording daily readings, which have varied upon opening from 57.9 to 63.7. Barbara will set up a meeting with the mayor once we have more daily data that this situation is ongoing.

We have requested the village mount the AED unit we received through a Robinson Broadhurst grant and will follow up until we get a response.

We have scheduled an AED training session with George Curbelo as part of a staff training day on December 14. While the library is closed, the staff will do its annual sexual harassment prevention training and HR file updates in addition to AED/CPR/Narcan training at the fire department. Erika has also obtained Narcan and Fentanyl test strips from the state.

Erika met with Pat to review options for fundraising management software. Pat will make a recommendation to the board.

Annual appeal donations are beginning to appear. Thus far, we have received \$2,720 from 50 donations. Each gift is being tracked and deposited, and each donor is being thanked.

Programs and outreach

Erika and Barbara recorded a birthday video for Nick Juried to be sent to Nick via the Mountain Eagle as part of a community effort.

Erika worked on updating the library website and our Facebook site.

Participants enjoyed a Youth Theater Workshop Series Showcase and a Mocktails and Masterpieces event in November. In December, there will be an embroidery workshop and a party and caroling event. Tree trimming, both here and at NYPA, are being planned.

Committees

Building (plant, planning, funding, constructing): Linda (chair), Barbara, John, Mike
The committee plans to set up a meeting with Amy Warner at O'Connor.

Update on Financial Development Agency: Mike said Matt Blumenfeld at FDA would provide a set of services they'd make available for us to select from.

Architect Paul Mays sent an updated plan, which Barbara will share electronically with the board following this meeting.

Barbara is drafting a fourfold flyer of text and images, which she'll provide to the board at the December meeting.

Pat has researched software applications for tracking donor information and recommended Donor Perfect as best meeting our needs. A button can be added to our website for the public to donate. The board approved (motion by Stephanie; second by Janet) adopting this software. This application costs \$1,228 annually; Katy offered to donate \$1,200 toward the first year's cost.

Because of the scope of the building project and all the paperwork approvals involved, Millie suggested we consider making an exception to the limitation imposed by the bylaws of having the Association president serve a maximum of three consecutive one-year terms. The board is asked to consider the wording of a possible change.

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

The committee met prior to the board meeting to review the details learned about the tax levy. Although the school district voters authorized \$45,000 in May 2016, this amount is reduced whenever there are challenges to the assessed property values. The two most recent tax levy checks totaled \$44,996, just \$4 shy.

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

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

Staff addition: The board voted (motion by Millie; second by Janet) to approve, retroactively to August 2023, hiring Sinzia Reese to the library staff.

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

The committee will continue its reviews and updates.

Executive Session

The board went into Executive Session at 7:10 p.m. to discuss the addition of a new board member. Executive session ended at 7:11.

New business

New board member: Pat recommended we ask Katy Graves to join the board. The board voted (motion by Millie; second by Pat) to invite Katy to become a

library trustee. Although Katy Graves prefers to limit her work to fundraising, she agreed to accept the position.

Draft budget for 2024: Erika created and distributed a draft budget for review and December discussion, adjusting previous budget items to account for anticipated increases, mostly in digital content items.

As part of the budget discussion, Erika has provided a worksheet of current and projected staff salaries.

End-of-year staff gifts: Library policy will not allow library funds to be used for staff gifts, but it was suggested that trustees may want to bring cash in envelopes to be distributed among the staff members to show the board's appreciation.

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

Upcoming meetings and events of interest

Monday, December 18, at 5:30 p.m.: Regular board meeting (note date)

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

Respectfully submitted,

Ellen Thorn, Secretary