

Minutes of the Stamford Library Association Meeting Monday, December 18, 2023

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

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

Minutes: Minutes of the November 27, 2023, Regular board meeting were approved (motion by Pat; second by Mike).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

A **P&L year-to-date statement** through December 13, 2023, shows year-to-date actual income as \$89,184.81 vs. an annual income budget of \$135,776.17; and year-to-date actual expense as \$163,756.41 vs. an annual expense budget of \$170,035.00.

New library income year-to-date actual was \$4,118.00 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 November 30, 2023, shows total assets as \$2,680,443.88.

Wayne Bank Checking account (2720) statement on November 30, 2023, had a balance of \$41,634.69. **Wayne Bank Investor MMA** account (3242) statement on November 30, 2023, had a balance of \$54,058.75, which includes year-to-date interest of \$150.58. **Wayne Bank Business Checking (Construction)** account (8612) statement on November 30, 2023, had a balance of \$14,646.19.

Millie reviewed check sequence, deposits, and bank statements and invoices in a report called Bank Accounts Review—November 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 November, year-to-date value includes \$2,858.49 from Homestead; \$46,312.52 from Tompkins; and \$135.58 from MM, for a year-to-date total of \$49,306.59.

The board is pleased to approve the financial reports through November (motion by Millie; second by Ellen).

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

We submitted a 2024 grant request to Robinson Broadhurst for programs and materials for \$26,318.

We collected and submitted all the remaining W9s from the library's vendors to Evening Star.

Millie and Erika worked with Kevin Hull to switch the Workers' Compensation insurance to Hartford from NYS Insurance Fund, for a premium reduction (from \$895 to \$748) and for what Hull believes is a better policy.

Erika worked with Pat to approve the Donor Perfect contract and to arrange payment.

Erika arranged with 4CLS for 2024 services, maintaining audio circuits, DVD circuits, LP circuits, the Research Center, automation, and Overdrive (Libby). There was an increase from \$6,844 to \$7,049 for automation. The Overdrive cost increased from \$293 in 2023 to \$654 in 2024, in part a systemwide investment agreement in digital content over the next several years. All other costs remained the same.

Application to receive federal grant money through SAM.gov was appropriately completed, forwarded, and moved on for final consideration.

Donations from our Annual appeal are continuing to appear. Thus far, we have received \$4,385 from 71 individual donations. Each gift has been tracked and deposited, and each donor has been thanked.

We held a CPR/AED training session with George Curbelo at the Stamford Fire Department as part of a staff development day. The board approved (motion by Stephanie; second by Barbara) a \$100 donation to the Stamford Fire Department. The training day included sexual harassment prevention training, reviewing policies and HR paperwork (new whistleblower agreements, computer use agreements, and confidentiality of patron records agreements).

We have decided to follow the Stamford Central School closing policy for winter storms. For storms that hit during school vacations or on the weekend, closing decisions will have to be made independently.

The board confirmed there is no "The" as part of Stamford Library's name.

Erika will get an estimate for changing the library's outside sign to eliminate the word "Village."

Programs and outreach

We had members of the Stamford Department of Public Works mount the AED unit on the library wall and we announced this to the community.

Library staff decorated a tree at the New York Power Authority Blenheim-

Gilboa Visitor's Center for its Festival of Trees; in December every year, local nonprofits decorate trees at the center that reflect or represent their community interests.

We held an embroidery workshop that involved a delightful mix of ages and creativity.

Dozens attended the library event to make ornaments, write letters to Santa, listen to stories, enjoy cocoa and cookies, and join us in caroling. Enthusiasm runs high!

Erika invited those who were victims of the recent Main Street fire to help replenish their bookshelves from the library's collection of sale books.

Erika plans to incorporate a Read to a Dog Day with the Humane Society and other nonprofits in the community in the coming year.

Lindsay provided a list of 2023 program highlights and a list of some upcoming programs for 2024.

Committees

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

Matt Blumenfeld at Financial Development Agency met with Mike, Linda, and Barbara. FDA will provide a proposal for board approval. Once under contract, FDA will draft a plan with appropriate language for a promotional mailing. He'll send a job description for the role of someone to manage a donor spreadsheet.

Architect Paul Mays supplied a draft of the new building, which Barbara distributed to the board, which we can share with the public once we have the full-color version.

Barbara is drafting a flyer for board review.

We asked Bill Boyle to donate an estimate for excavation costs, which we can use for the DLD grant proposal.

Because of the scope of the building project and all the paperwork approvals involved, we're considering making an exception to the bylaws limitation of having the Association president serve a maximum of three consecutive one-year terms, to allow for continuity of the president during this building project. Appropriate wording will be considered at the next board meeting.

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

The committee regrets having to accept the resignation of Damian Hill from the committee and from the board, effective immediately. He expressed a willingness to help out on occasion.

Katy has joined the Finance committee.

Currently, the \$45,000 tax levy, approved in 2016, covers only half the payroll. With minimum wage increases, it makes sense to go back to the voters every two years to request an increase. Millie, Barbara, and Katy will set up a budget meeting next month to explore and recommend next steps. Should we increase

the levy request to \$60,000? \$70,000? We must put the library on the school board agenda for the May budget hearing. We should ask the school board to let us include a blurb in its budget-related newsletter.

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

Personnel (contracts, job descriptions, performance reviews): Barbara (chair), Linda
Trustees donated cash to be distributed among the staff members to reflect the board's appreciation of our dedicated staff.

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

The committee will continue its reviews and updates.

The committee will consider adding a minimum time for a person to be on staff before being eligible for an increase. The committee will also consider and recommend setting bonuses versus hourly increases.

Executive Session

The board went into Executive Session at 6:25 p.m. to discuss salaries. As part of the budget discussion, the board agreed (motion by Stephanie; second by Janet) to keep salaries hourly, to not apply increases as percentages; to approve the recommendations provided by the library director; and to agree to the higher increase proposed for the director.

Executive session ended at 6:38.

Adjournment: The meeting was adjourned at 6:50 p.m. (motion by Barbara; second by Ellen).

Upcoming meetings and events of interest

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

Respectfully submitted,

Ellen Thorn, Secretary