

Minutes of the Stamford Library Association Meeting Monday, July 24, 2023

Present at the Stamford Library: Trustees Barbara Balliet, Millie Faulkner, Damian Hill, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Architect Paul Mays (on Zoom until 6 p.m.); Absent: Trustee Beth Mowry, Director Erika Eklund

We note with regret the passing of Trustee Sean Lynch, who died on July 12.

Call to order: Barbara called the meeting to order at 5:28 p.m.

Architect Paul Mays joined the group via Zoom at 5:30 to summarize recent actions taken and to review upcoming activities needed. Before he began, Barbara introduced Mays to our new board member, Damian.

Mays reported we've already reviewed various properties and selected one and purchased it. We've done the New York State Historic Preservation Office (SHPO) review and the required archaeological survey. We created a conceptual design and held two public presentations.

Mays supplied a current preliminary timeline, which includes breaking ground in May 2025 and a grand opening in July 2026.

Although FDA (Financial Development Agency) claims it's currently too busy to accept our business, Mays says he'll speak to its principal, Matt Blumenfeld, to hope it can help us with our fundraising.

Minutes: Minutes of the June 26, 2023, Regular board meeting were approved (motion by John; second by Mike).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

A P&L year-to-date statement through June 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 June 30, 2023, shows total assets as \$2,942,687.13.

Wayne Bank Checking account (2720) statement on June 30, 2023, had a balance of \$18,912.96. **Wayne Bank Investor MMA** account (3242) statement on June 30, 2023, had a balance of \$75,377.94, which includes interest year to date of \$61.43. **Wayne Bank Business Checking (construction)** account (8612) statement on June 30, 2023, had a balance of \$25,086.49.

A spreadsheet reported Transaction details for the month of June.

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

Millie updated her spreadsheet reporting income by investment source (Homestead, Tompkins, Money Market interest) by month. Through June year-to-date value includes \$1,283.89 from Homestead; \$22,720.86 from Tompkins [through April; May and June reports to come]; and \$46.43 from MM.

Homestead Funds reported a total portfolio value for Account 65001 at the end of the second quarter (April 1, 2023, to June 30, 2023) at \$180,741.16. Homestead Funds reported a total portfolio value for the Building Fund Account 84584 at the end of the second quarter (April 1, 2023, to June 30, 2023) at \$31,474.45. Investment dividends from Homestead into Wayne checking totaled \$230.92 for June 2023.

Tompkins Financial Advisors reported a total portfolio value for Account 008107 at the end of the second quarter (April 1, 2023, to June 30, 2023) at \$2,479,308.94.

Millie will ask Evening Star to not duplicate the reports that Millie is generating. We're concerned that the budget line item will be exceeded if we're paying for Evening Star to generate reports Millie is already providing.

The financial reports through June were approved (motion by Linda; second by Stephanie).

Library director's report

Erika distributed a written report to board members in advance of the meeting and her vacation. In addition to her regular monthly meetings, tasks and updates, Erika included summer activities and programs. Although the report was not discussed at the meeting, items from her report are included in these minutes to offer easy public access to some of the library's activities.

Operations

The 2022 Annual Report to New York State required the addition of memos to explain significant changes from previous reports, and the report was resubmitted on July 11.

The library is short-handed from vacations, sickness, and reduced staff, giving Erika an opportunity to work from the front desk and make some organizing and tracking improvements.

Programs and Outreach

Camp HERE has about 85 students participating in Summer Reading.

Both a tie-dye party and musical performances are scheduled for July 28.

August programs and events include a Paint and Sip Lemonade Party, a visit from the Utica Zoo Mobile, possibly a Japanese-style street theater and storytelling program, and participation in the communitywide lawn sale.

We've been getting visitors from the 4CLS Library Road Trip program.

We're bringing back the Museum Pass program, starting with Hanford Mills and the Old Stone Fort. Suggestions for other venues are requested.

Construction-related items

The DLD (Department of Library Development) grant application for site preparation work is due on September 1. Hartgen Associates recently completed and submitted their paperwork.

Committees

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

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

Damian will replace Linda on the committee.

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

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

Yard sale: Stamford Village has a yard sale on August 12. Donation to the library for this sale are much appreciated. Erika wants help sorting sale books.

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

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

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.

Conflict of interest policy: Although the board agreed, after consulting with 4CLS head Steve Bachman, that the requirements of transparency had been met, a member of the board who intends to provide a series of paid workshops has opted to resign from the board, effective immediately. Two characteristics to be emphasized in the library's policy are the duty to disclose potential conflict and an action that is in the best interest of the organization. The Policy committee will review the policy wording and redraft if necessary.

Old business

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

New business

Resignation: We regret but accept Beth Mowry's resignation from the board. Trustees were asked to recommend additional nominations and invite them to attend the September board meeting.

Adjournment: The meeting was adjourned at 6:48 p.m. (motion by Mike; second by Stephanie).

Upcoming meetings and events of interest

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

Monday, August 28, at 4:30 p.m.: Finance committee

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

Respectfully submitted,

Ellen Thorn, Secretary