

Minutes of the Stamford Library Association Meeting Monday, August 28, 2023

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

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

Minutes: Minutes of the July 24, 2023, Regular board meeting were approved (motion by Barbara; second by Mike).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

A P&L year-to-date statement through July 2023 shows year-to-date actual income as \$46,020 vs. an annual income budget of \$135,776; and year-to-date actual expense as \$118,008 vs. an annual expense budget of \$170,035.

New library income year-to-date actual was \$2,625 vs. a budget of \$4,504,500. New library expense year-to-date actual was \$33,088 vs. a budget of \$4,377,000.

A Balance Sheet as of July 31, 2023, shows total assets as \$2,925,533.05.

Wayne Bank Checking account (2720) statement on July 31, 2023, had a balance of \$15,400.36. **Wayne Bank Investor MMA** account (3242) statement on July 31, 2023, had a balance of \$77,086.29, which includes year-to-date interest of \$82.67. **Wayne Bank Business Checking (construction)** account (8612) statement on July 31, 2023, had a balance of \$27,186.49.

A spreadsheet reported Transaction details for the month of July.

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

Millie updated her spreadsheet reporting income by investment source (Homestead, Tompkins, Money Market interest) by month. Through July, year-to-date value includes \$1919.56 from Homestead; \$34,407.97 from Tompkins; and \$67.67 from MM, for a y-t-d total of \$36,395.20.

Reynard will send a report describing all our insurance coverages.

The financial reports through July were approved (motion by Millie; second by Stephanie).

Library director's report

Erika distributed a written report in advance of the meeting and included a list of upcoming programs for the fall. In addition to her regular monthly meetings, tasks and updates, Erika reported the following operational and programs items at the meeting.

Operations

Erika has ordered more Baby Yoda library cards and hope they will encourage an increase in registered cardholders for the next annual report.

Erika interviewed for the staff vacancy and will make a recommendation for the board to approve.

Verizon sent us a statement with a credit of \$561, which we haven't been able to identify.

The Village crew repainted the parking lines in front of the library. The crew was also able to move one of the garbage cans nearer to the bench to reduce use of the drop box for garbage!

Outdoor lighting is still a problem; we're assured the Village DPW will be taking care of this dangerous situation.

Programs and Outreach

Camp HERE ran through the end of July, with 112 children from preschool to sixth grade participating in weekly themes: Friendship, Teamwork, Community, and Kindness.

The self-led reading challenge that began on August 1 won't wrap up until September 6; so far we've had 55 children pick up packets.

We ended the month with a concert performance in front of the library.

Janet Wenner hosted a Kamishibai Japanese Paper Theater program for 25 adults and their children. All were captivated by the stories.

Stamford's Lawn Sale Day resulted in a busy book sale inside the library and a successful lawn sale — including a meet-and-greet with the trustees — outside. Almost \$700 was raised.

Our paint-and-sip event, called "Mocktails and Masterpieces," drew 18 (adults, young adults, and preteens) to indulge in Li-Berry Lemonade and painting.

Our tie-dye party brought 48 people, plus road trip visitors, unsuspecting patrons, and people walking by!

The Utica Zoo Mobile visited in August; 114 community members saw the turtle, snake, hedgehog, and iguana. In the future we'll have to secure a larger indoor space in case the weather is not appropriate outdoors for the animals.

We've gotten more than 120 visitors from the 4CLS Library Road Trip program and 24 patrons have started a road trip at Stamford Library. Patrons and library leadership from across the four counties have been participating in this field trip.

Upcoming programs are being planned and include: 3 Home and Financial Planning workshops with Eileen Knott at WCCRC; Celebrating the Autumn Equinox; Exploring Stamford History; Authentic Poetry workshop; Sourdough Bread-making workshop; Read Across America event; Holiday Festivities (ornament making; letters to Santa; stories with Mrs. Clause; hot cocoa and caroling around the Village); Homework Club; 8-week Youth Theater; Holiday Mocktails and Masterpieces.

Museum passes: We've received 2 passes for Hanford Mills Museum and one for Old Stone Fort. Hanford Mills passes include free admission, discount in its store, and discount on membership. Old Stone Fort admission is by donation, but we hope the museum pass will encourage visits.

Construction-related items

Erika has been working with Linda to prepare the submission for the DLD (Department of Library Development) Construction Aid grant application for site preparation work. This has included finalizing the library name change in the state system, taking additional photos of the site, constructing project narratives, obtaining specs and bids, completing required forms, and more.

The board voted (motion by Millie; second by Ellen) to have signers for construction-related documents (including grants) be Barbara, Linda, and Erika.

Committees

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

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

Millie explained that the 2023 Tax Cap Report was not appropriately delivered to her. To prevent such a recurrence, Damian will set up an email address for all members of the Finance committee, so notifications can be shared and acted on as needed. The Tax Cap Report has now been filed.

Millie made a motion (second by Ellen) that Damian be named as Assistant Treasurer.

Linda has started collecting information about local corporations and their gift-giving priorities. More research is needed. Also, we need to think about what recognition will be given with various levels of donations (from a name on a book plate to one on a brick, a bench, or a building!).

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

The committee discussed investment strategies and reported to the board that we feel our current investments are underperforming. The committee would prefer to maximize than be complaisant. We will research (1) how much we'll need to run the library and (2) what can current or other companies do to get our investments to work harder for us? We should be getting a 3–4% return, not the current .9 % and 1.39% returns. The board voted (motion by Mike; second by Stephanie) to have the Finance committee review our investment strategy and companies and recommend alternatives, which may include policy changes, changing advisors, etc. Damian will present to the board.

The committee reports were approved (motion by Stephanie; second by Mike).

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

The committee will have, for board review in October, a draft letter for November mailing, asking for financial support of operations — not an appeal for building donations (the latter would follow some site activity and an additional community meeting).

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.

Old business

The board continues its search for additional nominations for possible new trustees. Potential trustees are asked to attend the next board meeting.

Adjournment: The meeting was adjourned at 7:04 p.m. (motion by Linda; second by Mike).

Upcoming meetings and events of interest

Monday, October 2, at 4:30 p.m.: Finance committee meeting

Monday, October 2, at 5:30 p.m.: Regular board meeting (note change, postponed from September)

Monday, October 30, at 5:00 p.m.: Annual meeting

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

Respectfully submitted,

Ellen Thorn, Secretary