

Minutes of the Stamford Library Association Meeting Monday, February 26, 2024

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

Call to order: The meeting was called to order at 5:30 p.m. by President Barbara

Minutes: Minutes of the January 22, 2024, Regular board meeting were approved as corrected (motion by Millie; second by Pat).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

P&L statements through January 31, 2024, show total income as \$957.26. Total expense for the year is shown as \$13,869.39. Once a 2024 budget is approved, the P&L will include budgeted comparisons against actual income and expense.

Wayne Bank Checking account statement on January 31, 2024, had a balance of \$17,246.35. **Wayne Bank Investor** account statement on January 31, 2024, had a balance of \$73,613.22, which includes interest for 2024 year-to-date of \$18.20.

Wayne Bank Business checking (construction) account statement on January 31, 2024, had a balance of \$13,417.39.

Millie reviewed the check sequence, deposits, bank statements, and investment income amounts for January. She updated her spreadsheet through which she reports monthly income by investment source (Homestead, Tompkins, Money Market interest). Through January, year-to-date value includes \$242.97 from Homestead; \$19,523.38 from Tompkins; and \$18.20 from MM, for a year-to-date total of \$19,784.55.

Homestead Funds Regular account statement and **Homestead Building Fund** account statement for 2024 are reported quarterly.

Tompkins Financial Advisors account statement is reported quarterly.

The **Balance Sheet** as of January 31, 2024, lists total assets at \$3,247,192.49. Millie confirmed that the assets and balance sheet match.

The board voted (motion by Ellen; second by John; Millie abstained) to accept the financial report.

Library director's report

Erika distributed a written report in advance of the meeting and expanded on it at the meeting.

Operations

Annual Report: After changes, incorrect numbers from 4CLS, and some glitches, the Annual Report was submitted on February 15. Erika prepared an interesting written summary for the board, which included details of our services, collection, circulation, programing, and special events.

Carpet cleaning: With popular story time and children's play area getting so much use, we had the carpets cleaned on January 27–28.

Credit card: We are exploring a credit card to replace the Elan card no longer associated with Wayne Bank. We reserve the Amazon credit card strictly for Amazon purchases.

Zoom account: Because of recurring charges, we canceled the account. We should be able to use the free version when we need it in the future.

Library sign: We've asked Leslie and Bob Kendall to submit a sign design for board approval, which they'll do when they're back in March.

Programs and Outreach

Homework club: Sessions will continue at the library under the 4CLS minigrant.

Adult computer and digital literacy programs: will be held at the Pavilion Assisted Living Facility and will include library access information as well as training on personal devices.

Basic toiletries: We've set up a bathroom cart for "take what you need" items and will continue looking for appropriate resources to stock and replenish items.

Construction news pamphlet: The Mountain Eagle can insert our brochure into its 3,600 copies of an issue for \$360, but cannot limit it to only a segment of the papers going to specific zip codes. The board thinks the wider distribution is a good idea for sharing our building plans and fundraising. Erika reminded the board that envelope stuffing is an easy-to-arrange activity.

Newspaper subscription: We purchased a subscription to the Sunday edition of The New York Times.

New York State Empire Pass: We purchased a 2024 pass for \$80, which allows a vehicle free admission to most of the State Parks and Campgrounds. The pass will be available for checkout by our patrons. The pass would also be great when paired with our many field guides and upstate New York travel guides.

Birding kit: We are putting together a birding kit that includes binoculars and a bird identification book.

"Blind Date with a Book" and Book and Bake sale: Our third annual "Blind Date with a Book" involved more than 80 books being checked out! Erika sorted and selected books to be featured in this very popular program and for sale. The book sale raised over \$400! The bake sale sold out all too quickly and earned almost \$400. And during the event we got a \$200 check for the building fund!

Guitar class series: There's a waiting list as long as the program spots available for local musician Drew Azzinaro's classes, with a mix of kids, young

adults, and adults registered. We haven't heard yet about a grant through the Roxbury Arts Group, but the programming budget can cover the cost if necessary.

Coin purse workshop: Megan Avery's workshop resulted in a great turnout of a good range of participants.

Year of the Dragon celebration: Janet Wenner helped 19 participants welcome the Lunar New Year with a Kamishibai Japanese Paper Theater storytelling program, which included treats of food and dragon toys.

Poetry workshop: Jerrice Baptiste held a poetry workshop that won rave reviews.

Hosted meetings: There are very few mornings or evenings where something isn't happening at the library! Recently added to our meeting roster: A group of folks who practice tai chi for arthritis is meeting with Chris Hauser on Tuesday mornings. A group called Chains of Love, which does crocheting and knitting for charity, is meeting on Friday evenings. Catskill Mountain Little League is meeting monthly on the first Tuesday evening of each month.

Committees

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

Matt Blumenfeld at FDA (Finance Development Agency) prepared a letter of understanding, agreeing to meet with us (via Zoom) every other week, review strategy, monitor progress, supply job description for administrative assistant position, and provide grant writing support, at his rate of \$150 per hour. The board voted (motion by Millie; second by Janet) to have Barbara sign his agreement.

Barbara sent a second draft on the trifold fundraising flyer to the board for feedback and collected suggestions of things we can encourage people to do.

Trustees will begin visiting schools and local towns to spread the word about our construction project. Katy, Barbara, and Millie will visit the Stamford school district before its March board meeting.

Pat and Erika are working to populate our Donor Perfect spreadsheets. We need to enroll in its payment processing.

Linda reported that Steve Bachman provided the appropriate wording to request funding and she's begun contacting our political representatives. She reported that Empire State Development list has deemed Stamford as "a severely distressed economic village."

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

The board discussed changing the fiscal year to match the school's fiscal year (July–June), a change Steve Bachman encouraged and which was recommended by the Comptroller's Office. We can make this change at any time.

We need to put an increased tax levy into a revised budget, adopt the new budget, and then inform the school district of our change so the information is

included at the time the school budget is voted on. We want the tax levy to cover our library payroll, which the tax levy that passed in 2016 no longer covers. The board passed a resolution to override the tax cap and to increase the tax levy to \$70,000 (motion by Millie; second by Pat). The board then voted (motion by Linda; second by Millie) to adopt an amended 2024 budget that incorporates the new, \$70,000 tax levy. The school district will be informed.

The note about reconciliation discrepancies on the draft budget is defunct; it related to a previous switch in bookkeepers.

The committee is looking into alternatives to our current investment vehicles, which may get us closer to our investment income goals. Our contact person at Tompkins has changed.

Fundraising: Mike (chair), Millie, Pat, Stephanie, Janet

The board talked about potential upcoming events for library participation, for example: the Flag Day parade, the women writers group, the scarecrow festival, another garage sale. Barbara would like us to develop a list of local and neighboring events where we'd want to have a table for sharing information or otherwise participate to help spread library news.

Erika wondered if anyone has a trailer that can be used as a float for parades and other events.

Stephanie asked for additions to her extensive list of naming opportunities.

Adjournment: Meeting was adjourned at 6:50 p.m. (motion by Janet; second by Mike)

Upcoming meetings and events of interest

Monday, March 25, at 5:30 p.m.: Regular board meeting

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

Monday, May 20, at 5:30 p.m.: Regular board meeting (one week early)

Respectfully submitted,

Ellen Thorn
Secretary