

## **Minutes of the Stamford Library Association Meeting Monday, March 25, 2024**

Present at the Stamford Library: Trustees Barbara Balliet, Millie Faulkner, Katy Graves, Pat Heath, Stephanie Rubin-Ruquet (via Zoom, until 6:20), Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Director Erika Eklund; absent was Trustee John Hubbard

**Call to order:** President Barbara called the meeting to order at 5:36 p.m.

**Minutes:** Minutes of the February 26, 2024, Regular and the March 18, 2024, Special board meetings were approved (motion by Linda; second by Janet).

### **Financial reports**

Financial reports were distributed electronically in advance of the meeting.

**P&L statements** through February 2024 show total income as \$2,301.71 against an annual budget of \$165,918.00. Total expense year-to-date is shown as \$33,424.40, against a budget of \$185,929.30.

**Wayne Bank Checking** account statement on February 29, 2024, had a balance of \$7,206.11. **Wayne Bank Investor** account statement on February 29, 2024, had a balance of \$70,630.67, which includes interest for 2024 year-to-date of \$35.65.

**Wayne Bank Business checking (construction)** account statement on February 29, 2024 had a balance of \$11,217.39.

Millie reviewed the check sequence, deposits, bank statements, and investment income amounts for February. She updated her spreadsheet through which she reports monthly income by investment source (Homestead, Tompkins, Money Market interest). Through February, year-to-date income includes \$482.38 from Homestead; \$19,523.38 from Tompkins; and \$17.45 from MM, for a year-to-date total of \$20,041.41.

**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 February 29, 2024, lists total assets at \$3,226,360.37. Millie confirmed that the assets and balance sheet match.

The board voted (motion by Millie; second by Mike) 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*

**Trustees per Charter vs. Bylaws:** Steve Bachman of 4CLS said our Charter and Bylaws should match in terms of the number of SLA trustees and suggested we change the Annual Report and the Bylaws (after complimenting Erika's work on the Report). Erika resubmitted the Annual Report using the specific current number rather than the approved range. SLA can change the Bylaws at any time and we can add trustees up to the extent of the range stated in the Charter. Bachman believes that a specific number would clarify the number of trustees needed for a quorum and for a majority.

**Stewart's Holiday Match:** We received a \$1,500 grant, which we'll allocate to support children's programs, materials, and services at the library. We've been trying to increase the amount of a Stewart's grant each cycle.

**Arts grant through Roxbury Arts Group:** We were denied a grant but given advice on strengthening our future applications and encouraging local representation for its grant selection panel. We would benefit if the grants panel had northern Delaware County members to advocate for Stamford.

**O'Connor Foundation grant:** Erika is hoping to submit a grant to help with the purchase of updated computers.

**Robinson Broadhurst Foundation final report:** Erika plans to finalize and submit this year's final report before the end of March.

**Honoring Lucille Delp:** Her family wants to recognize her attachment to the library with a small reception at the library in June and a naming opportunity donation at the new library. Erika is arranging to display some related books, writings, and photos.

## *Programs and Outreach*

**Book sales:** We continued the book sale through February and have raised nearly \$500 through book donations this year.

**Out-of-school and at-risk youth:** We're planning to work with CDO [Chenango-Delaware-Otsego] Workforce — a consortium of state and local agencies that links employers with workers and offers local education and training resources to improve work force long-term growth — and with the Liberty Partnership Program, to reach our young residents during and after school.

**Stamford Business Alliance:** We've gotten tremendous positive feedback after our March 11 presentation of Annual Report figures and a list of offerings we've provided to community patrons. We've also been able to learn of upcoming events and promotions that we can tie into.

**Flag Day parade and events:** With Erika and Lindsay both unavailable on June 14, participating in the Stamford parade this year seems unlikely.

**Newspaper subscription:** The New York Times subscription to the Sunday edition has been very appealing. The crossword puzzle can be downloaded for free, so we made some copies available for patrons.

**Upcoming library programs:** Included in the broad list of upcoming programs are an author reading, and a crochet workshop. For the solar eclipse program, we have more than 80 pairs of protective glasses to give away.

**Guitar class series:** We'll continue the Guitar in the Mountains program in spite of not getting the grant we hoped for through the Roxbury Arts Group. We have a group performance scheduled.

**Neighborhood Forest program:** Community members ordered more than 70 trees to be delivered to the library during the week of Earth Day (April 22). Accompanying the trees will be handouts explaining the importance of indigenous trees to local environments.

## Committees

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

An upcoming meeting with O'Connor Foundation will include details from us on the extensive programming we've been doing and our fundraising efforts. We would like a sense of how large a financial commitment they might make. We have one excellent lead grant, but we'd like to open the campaign with a much stronger lead grant.

Barbara met with Matt Blumenfeld at FDA, who will review our draft brochure, our draft naming opportunities list, and the material Linda has been developing. Both Matt and Paul Mays will work on the list of naming opportunities for us, which we should get back in April ready to implement.

On the congressional front, Linda reported we're hoping to raise \$1,000,000.

With Donor Perfect software and our intent to hire a person to administer it, Millie and Ellen no longer need to manage a donation committee that the board previously had planned. Until we hire someone, Millie will be the contact person for Donor Perfect. Once Donor Perfect is up and running, Matt will work on developing the list of prospective local people who might generate major donations.

Millie asked about the current climate for raising funds. It's a good time to because the economy is strong. We'll hear about DLD (NYS Division of Library Development) funds in August; federal funding should be announced in a few months.

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

At a Special meeting on March 18, the board resolved: to adopt a preliminary operating budget for FY 2025 that reflects an increased tax levy; to ask the school district voters to override the tax cap and to approve an annual tax levy of \$70,000; and to inform the school district in time for inclusion at the May 21 school budget vote. Both Maria Hitt and Glen Huot of the school district acknowledged receipt; and we were sent a copy of the Budget Hearing Legal Notice from the newspaper to confirm.

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

Janet and Katy will attend the budget hearing on May 14. Janet prepared a press release explaining that the tax levy has not been raised in the eight years since it was initially implemented; that it supports local jobs, programs and services; and that it will not be used to finance building the new library.

Mike is preparing a list of concerts, activities and other venues for which we should maintain a table and share brochures and other information about the library's building plans. Trustees should plan to sign up to staff the table.

**Adjournment:** Meeting was adjourned at 6:40 p.m. (motion by Janet; second by Mike)

### **Upcoming meetings and events of interest**

**Monday, April 29, at 5:30 p.m.: Regular board meeting (N.B.: one week later)**

**Monday, May 20, at 5:30 p.m.: Regular board meeting (N.B.: one week earlier); Kevin Joy at Tompkins agent will attend virtually**

**Tuesday, May 21, noon to 8 p.m.: vote to authorize school budget**

Respectfully submitted,

Ellen Thorn  
Secretary