

## Minutes of the Stamford Library Association Meeting Monday, April 29, 2024

Present at Stamford Library: Trustees Barbara Balliet, Millie Faulkner, Katy Graves, Pat Heath, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Director Erika Eklund; member Damian Hill (left 6:20)

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

**Minutes:** Minutes of the March 25, 2024, Regular board meetings were approved (motion by Linda; second by Stephanie).

### Financial reports

Financial reports were distributed electronically in advance of the meeting.

**P&L statements** through March 2024 show total income as \$6,681.75 against an annual budget of \$165,918.00. Total expense year-to-date is shown as \$46,620.57, against a budget of \$185,929.30.

**Wayne Bank Checking** account statement on March 29, 2024, had a balance of \$3,165.67. **Wayne Bank Investor** account statement on March 29, 2024, had a balance of \$61,646.59, which includes interest for 2024 year-to-date of \$51.57.

**Wayne Bank Business checking (construction)** account statement on March 29, 2024 had a balance of \$11,417.39.

Millie reviewed the check sequence, deposits, bank statements, and investment income amounts for March. She updated her spreadsheet through which she reports monthly income by investment source (Homestead, Tompkins, Money Market interest). Through March, year-to-date income includes \$722.85 from Homestead; \$19,523.38 from Tompkins; and \$51.57 from MM, for a year-to-date total of \$20,297.80.

**Homestead Funds** Regular account statement January through March 2024 shows a value of \$197,466.67. **Homestead Building Fund** account statement January through March 2024 shows a value of \$35,520.14.

**Tompkins Financial Advisors** account statement January through March 2024 shows a value of \$2,634,838.65.

The **Balance Sheet** as of March 31, 2024, lists total assets at \$3,325,826.27. Millie confirmed that the assets and balance sheet match.

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

## Library director's report

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

### Operations

**O'Connor Foundation grant:** Barbara and Erika met with Amy Warner to learn about opportunities for submitting applications and for matching grants, for both regular grants and building funds.

**Robinson Broadhurst Foundation final report:** Erika included in the final report how we spent the foundation's grant and our other financial spreadsheets for 2023, our NYS annual report, and samples of the library's newsletter.

**Department of Library Development Construction Aid grant:** Paul Mays has helped us modify our 2023 application to prepare a 2024 DLD grant.

**SAM.gov (System for Award Management),** the consolidated service to win government contracts and grants, requires renewed registration. Erika updated our registration as a step toward potential support.

**Town of Jefferson grant:** Jefferson donated \$300 to the library, three times the amount they previously gave annually.

**Tax levy:** We received a check on April 23 for \$6,750, representing the tax levy funds collected from Stamford School District taxpayers on behalf of the library.

**Preview books:** Erika went to Sidney and selected \$132 worth of free preview books for the library.

**State budget:** Erika shared a note from 4CLS head Steve Bachman that the state aid for libraries [operations] and for library construction both passed at the best rates in many years; and that he thanks everyone who contacted elected representatives to support libraries during the budget process.

### Programs and Outreach

**Car meets pillar:** A car reached out to one of the library's posts, causing seemingly mild (and temporary) damage. No one was hurt in the incident.

**Eclipse activity:** We held two eclipse programs on the Friday prior with good attendance. We handed out almost 200 sets of protective glasses in advance, but still received more than 50 phone calls from people looking for glasses! Since then, we have been working with a group called Astronomers Without Borders and collecting gently used glasses to be sent to developing countries to help ensure all children have the opportunity to watch an upcoming eclipse safely.

**Festival of Women Writers author reading:** We cohosted an author reading in April that involved listening to recent publications and a creative writing exercise.

**Stamford Library Writers Group** took part in the Fenimore Art Museum's Write Out Loud event in Cooperstown in April. The group will also share their work at a public reading at Liberty Rock Books in Hobart in May.

**Decker Advertising:** Has expressed interest in writing a story about Stamford Library and all its activities!

**Stewart's Holiday Match:** We organized a field trip for a photo opportunity to thank Stewart's for its holiday grant. We also coordinated with other community organizations that received Stewart's funding so they could participate in the thank-you and photo op.

**Trail Tale:** We set up a Trail Tale (Story Walk) along the Headwaters Trail in the Village of Stamford. People who have enjoyed it while walking the trail have provided wonderful feedback.

**Neighborhood Forest Program:** We received 80+ white cedar trees that were reserved by local families through this program, along with planting and care instructions. We had an Earth Day table to distribute copies of the Children's Conservationist, coloring pages, bookmarks, and Smokey the Bear resources.

**Plant Swap and Tea Party:** For the third year, we'll swap seedlings, seeds and plants at this annual May event. We'll also share a cuppa and tea party goodies donated for the occasion. We've decided to begin a collection of teacup and saucer sets to replace disposable ones, since we're certain to enjoy this event in the future.

**Didgeridoo Down Under:** We arranged for a performance during the Summer Reading Program and invited all of Stamford Central School Camp HERE as well as the public to attend. We estimate this event could bring out more than 200 people, so we've arranged to hold the performance at the First Presbyterian Church.

**Annual lawn sale:** General Spring cleaning has resulted in another increase in donated books, which we evaluate for inclusion in our book sale on the Village's summer lawn sale day. Stephanie would love vintage and other items that draw people in.

**"At a Glance" graphic:** We're creating a graphic to share with the community at event tables, library displays, and social media, describing details of the library's community services, programs, and involvement.

**Guitar class series:** The Guitar in the Mountains classes have now concluded. It was a wonderful experience for those involved and we are hoping to be able to hold more classes in the fall.

## Committees

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

Barbara reported on a meeting with O'Connor Foundation. It suggested participating in its Spring cycle, where it gives out larger grants, up to \$250,000.

We're getting requests for our list of naming opportunities, with attached amounts. Matt Blumenfeld at FDA has our draft, but we need his input. (This is separate from getting name recognition on a donor list.)

Linda reported that Congressman Marc Molinaro's office rejected awarding us any grant funding, claiming it has had a lot of requests. We have not heard yet from the senators.

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

Millie asked Damian Hill to address the board to report on NBT's wealth management group and a dividend reinvestment program. Tompkins Trust has not been very supportive of the library's investment, so moving it, especially to a local venue, would be to our advantage. There is no tax implication with a horizontal transfer (rolling over our investment without it coming into the library's account). Damian encourages negotiating with NBT to waive their fees for other accounts and tasks we might want NBT to handle. We want NBT to address our board before deciding to transfer our investment there.

We asked Millie to invite Mark Prian and Sean Land at NBT Bank to attend the May board meeting.

Janet will prepare a press release about the tax levy. Millie believes that a dollar figure is needed to give taxpayers an idea of what to expect; people should expect to see an increase of about \$10 to \$15 a year as a result of the requested tax levy increase. This information will be included in our press release.

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

The school budget vote, which includes the library's tax levy, is on May 21.

Mike has a list of activities and other venues for which we should staff a table and share brochures and other information about the library's building plans. He has a schedule of events he'll distribute and asks trustees to commit to staff the table.

Scott Jensen is preparing the trifold brochure; Barbara will circulate a draft. We'll have it printed at Race Printing.

**New business**

**Book donation:** Stephanie donated her new local history book, "Remembering a WW II Marine" to the library's historical collection.

**Additional board member:** Several names have been advanced for possible additional trustees.

**Adjournment:** Meeting was adjourned at 7:00 p.m. (motion by Janet; second by Stephanie)

**Upcoming meetings and events of interest**

**Monday, May 20, at 5:30 p.m.: Regular board meeting; Mark Prian of NBT to address board (N.B.: one week early)**

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

Respectfully submitted,

Ellen Thorn  
Secretary