

## Minutes of the Stamford Library Association Meeting Monday, August 26, 2024

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

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

**Minutes:** Minutes of the July 22, 2024, Regular board meetings were approved (motion by Stephanie; second by Mike).

### Financial reports

Financial reports were distributed electronically in advance of the meeting. Millie reported her review of the June financials and the board voted (motion by Millie; second by Mike) to approve those financials.

Millie explained that the library's bookkeeper, Evening Star, got as close as possible to matching the investment incomes for the July financials, but may not be able to get a perfect match until after the quarterly reports are presented because of movement of funds not coinciding with the end of the quarter. Millie suggested, second by Mike, that we defer approval until perhaps October.

**P&L statements** through July 2024 show total income as \$57,967.52, against an annual budget of \$165,918.00. Total expense year-to-date is shown as \$112,722.73, against a budget of \$185,929.30. New library income year-to-date is shown as \$461,350.00, against a budget of \$4,500,407.00. New library expense year-to-date is shown as \$4,527.52, against a budget of \$4,348,383.61.

**Wayne Bank Checking** account statement on July 31, 2024, had a balance of \$7,697.81. **Wayne Bank Investor** account statement on July 31, 2024, had a balance of \$55,108.12, which includes interest for 2024 year-to-date of \$103.08.

**Wayne Bank Business checking (construction)** account statement on July 31, 2024, had a balance of \$256,447.50.

Millie reviewed the check sequence, deposits, bank statements, and investment income amounts for July. She updated her spreadsheet through which she reports monthly income by investment source (Homestead, Tompkins, Money Market interest). Through July, year-to-date income includes \$2,557.29 from Homestead; \$31,504.49 from Tompkins; and \$80.32 from MM, for a year-to-date total of \$32,821.38. She will continue this report only until the end of the year since the income sources have been shifted away from Homestead and Tompkins. Her replacement report will include bank fees by source. The board

voted (motion by Barbara; second by Susan) that NBT deposit funds received into the library's account.

The **Balance Sheet** as of July 31, 2024, lists total assets at \$3,600,553.73. Millie confirmed that the assets and balance sheet match.

### **Library director's report**

Erika distributed a report electronically in advance of the meeting. In addition to the standard ongoing tasks related to payroll, invoices, spreadsheet recordkeeping, filing, and weeding, the following items were reported.

#### *Operations*

**LLSA (Local Library Service Agreement) funds:** We received \$1,343.87, bringing the 2024 total to \$1,487.55 — \$87.55 more than was budgeted!

**O'Connor Foundation grant:** We were notified at the end of July that our application was successful to obtain one-half the cost of purchasing new computers, software, and setup from 4CLS. We'll pay the remaining half upon completion of computer installation.

**NBT Bank donation:** We received \$100 from NBT for our construction fund, deposited on August 2.

**Town of Harpersfield donation:** We received \$1,000 from the Town of Harpersfield, on August 19, which was the same amount as last year.

**Book donations:** The large donation of children's books received from Sophie Blackall has been sorted for adding to our collection, offered to Julie Rockefeller for the Hobart Book Nook, and made available to other 4CLS libraries.

**American Express card:** Erika switched the online purchases to an account card in her name so she can identify purchases without needing Linda's assistance.

**Hoopla service:** To control rising costs, we made adjustments to our Hoopla filters by adding a library card number, to ensure our services are available only to our cardholders.

**Summer youth employment:** Gabe Tripp, our summer youth employee, completed his term of employment. It was a good experience for him and for the library. A final review was submitted.

#### *Programs and Outreach*

**Headwaters Music and Arts Festival:** We hosted two artists on our front "porch" during the festival. More than 50 visitors stopped on our front lawn to enjoy the entertainment.

**Didgeridoo Down Under:** This event was held at the First Presbyterian Church and brought 146 people for an entertaining show featuring Australian music, culture, art, science, character building, and comedy with a lot of audience participation. We received wonderful community feedback and were lucky to have space at the church to accommodate the crowd.

**Summer Reading Challenge:** We were pleased to have 53 adults register and pick up bingo cards for our first adult-targeted program.

**Children's Summer Reading Challenge:** We had 63 children and young adults register. Each one was able to walk away with a copy of one of four free books based around the adventure theme.

**Village lawn sale:** We had another good turnout for the Stamford Lawn Sale Day Book Sale, bringing in \$402 the day of and nearly another \$100 in the week following. We were able to deposit \$305 into the construction account, which was raised by the trustees who set up outside.

**Small business workshop:** Simona Davis of Western Catskills Community Revitalization Council held a workshop on creating a business plan. The Friday evening time slot proved more popular than Wednesday evening, with seven business owners attending.

**Camp HERE:** We wrapped up another wonderful year partnering with the Camp HERE Summer Program and hosted 104 students and their young adult counselors for one program a week throughout the month of July with the theme "Adventure Begins at Your Library."

**Kamishibai paper theater storytelling:** Janet Wenner provided another fantastic storytelling event, this time for 19 audience members of all ages.

**Blue jean rugs:** We have continued to see a good number of the upcycled blue jean rugs made by our anonymous library friend. They are being sold at Tandem Antiques with all proceeds going to the library. At \$30 each, these rugs have helped us raise more than \$300 this summer.

**Tile-dying workshop:** We held an alcohol ink tile dying workshop for 15 participants who designed and created four tiles each. The results were pretty stunning and we think it's a program we can do again in the future.

**Vanilla extract workshop:** We plan to have a workshop, for adults only, to make vanilla extract, which takes three months to season properly. The library will provide the bottles and vanilla beans and will accept donations for the required alcohol. There will be a participant fee to cover program costs.

**Local authors and poets:** We will host local authors Jerrice Baptiste and Sandra Arnone for a readings and discussion event in September.

**Local history activities:** Erika provided the board with a six-month report from Karen Cuccinello, the library's archive clerk. Karen reported on programs she has arranged and presented at the library monthly and at Robinson Pavilion; articles she has prepared for the newspaper and Facebook; inquiries and records she has searched in response to requests from patrons in Stamford, Hobart, Delhi, and elsewhere in the county; and taking photos and posting to findagrave.com. Karen will also host a guided tour of the Stamford Cemetery.

**Christmas Feeling Fund annual drive:** We will again be collecting new children's books to donate to the Christmas Feeling Fund and have already begun to put some aside.

**Future programming:** Other activities we are considering include a "potion

making” program in October, another mocktails and masterpieces event and another sewing workshop in November, and our annual Christmas Party and caroling event in December.

#### **Construction-related items**

**DLD (NYS Department of Library Development) application:** The 2024 application, for which we’re applying for a grant for the HVAC portion of the building project, is due in September. (In the 2023 application, on which we should be hearing shortly, we applied for funding for land clearing.) Paul Mays, the library’s architect, has been working with Erika to prepare the paperwork and with our building committee to review deadlines, requirements and state funding goals. Erika had Barbara sign various documents for inclusion with the final submission.

#### **Committees**

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

Barbara distributed to the board copies of the trifold flyer that Scott Jensen made, which we’ll have available for the public at our outreach tables and at the library, before our groundbreaking in the spring of 2025. We’re pleased with the resulting brochure as revised.

Barbara also asked for a status report on the lists being prepared of possible donors and trustee participation on outreach and other activities to help familiarize the public with our plans for the new library.

The board voted (motion by Linda; second by Millie) to spend \$55 to subscribe for one month to Candid, the non-for-profit foundation center directory, for Western Catskills to do some foundation research for the library.

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

Millie gathered information on the options available for the maturing CD (certificate of deposit). The board voted to roll over the maturing \$250,000 CD at Wayne Bank for 9 months (motion by Millie; second by Linda); and to invest \$250,000 in a CD account at 4.89% APR at NBT Bank (motion by Millie; second by Stephanie). (Since Linda is the only signer on the maturing CD, she will have to go to Wayne Bank to do the paperwork, which will include putting the \$7,071.26 interest earned on the CD into the Construction account.) Millie will make the arrangements at NBT.

Millie reported that Russell Antonacci, our account manager at NBT Wealth Management, will attend our October board meeting. He is in process of rebalancing our account.

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

Mike has continued to update the list of trustees volunteering to staff a table

for public information and outreach at upcoming events. At the recent Gilboa function, a few people stopped by and showed interest in new library activities; and two people signed up for library cards. Stephanie reported interest at the recent yard sale. The October 5 Scarecrow Festival is likely the last event of the season.

The new brochure will be available in the “Go Box” for distribution to the public.

We confirmed that our annual mailing — near the end of the year — will not be connected to the new building effort or expense.

### **New business**

**Annual meeting:** The Annual meeting is scheduled for October, at which there will be an election for three trustees to serve new three-year terms. Trustees with terms expiring at the end of December 2024 include Barbara, John, and Stephanie. Biographies and written ballots will be distributed at the Annual meeting in October.

**Trustee handbook:** Copies of the *Handbook for Library Trustees for New York State (2023 edition)* are available for those trustees who haven’t gotten one yet.

**Local VFW:** The Stamford VFW Post has closed and donated its memorabilia to the library.

**Non-board volunteers:** We need to consider roles for people who want to be involved but not as part of the library board.

**Adjournment:** The meeting was adjourned at 7:15 p.m. (motion by Millie; second by Barbara).

### **Upcoming meetings:**

Monday, September 23, at 5:30: Regular board meeting.

Monday, October 28, at 5:00: Annual meeting, followed at 5:30 by Regular board meeting.

Respectfully submitted,

Ellen Thorn, Secretary