

## Minutes of the Stamford Library Association Meeting Monday, September 23, 2024

Present at Stamford Library: Trustees Millie Faulkner, Katy Graves, Pat Heath, John Hubbard (arrived 6 p.m.), Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Director Erika Eklund; absent: Trustees Barbara Balliet, Susan Harwood

**Call to order:** Linda called the meeting to order at 5:35 p.m.

**Minutes:** Minutes of the August 26, 2024, Regular board meeting was approved by those trustees who attended that meeting (motion by Linda; second by Mike).

### Financial reports

Financial reports were distributed electronically from Erika and from Millie in advance of the meeting.

**P&L statements** through August 2024 show total income as \$63,407.09, against an annual budget of \$165,918.00. Total expense year-to-date is shown as \$55,816.25, against a budget of \$185,929.30. New library income year-to-date is shown as \$461,470.00, against a budget of \$4,500,407.00. New library expense year-to-date is shown as \$4,297.52, against a budget of \$4,348,383.61.

**Wayne Bank Checking** account statement on August 30, 2024, had a balance of \$3,213.63. **Wayne Bank Investor** account statement on August 30, 2024, had a balance of \$40,119.28, which includes interest for 2024 year-to-date of \$114.24.

**Wayne Bank Business checking (construction)** account statement on August 30, 2024, had a balance of \$13,793.76.

Millie reviewed the check sequence, deposits, bank statements, and investment income amounts for August. She updated her interest income investment source spreadsheet and included two new columns in addition to Homestead, Tompkins, and money market interest: CD maturity interest and NBT fees. Through August, year-to-date income includes \$2,557.29 from Homestead; \$31,504.49 from Tompkins; \$80.32 from MM, \$7,071.26 CD maturity interest, for a year-to-date total of \$53,176.19. NBT fees began in August; year-to-date total is \$1,504.86.

The **Balance Sheet** as of August 30, 2024, lists total assets at \$3,727,911.89. Millie confirmed that the assets and balance sheet match.

The board agreed (motion by Millie; second by Stephanie) to table acceptance of the financial report until Russell Antonacci of NBT Wealth Management can clarify the status of the monies transferred to NBT from Tompkins and Homestead.

## **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, weeding, and maintaining an up-to-date website, the following items were reported.

Erika reported that although she was out sick for much of a week, the library staff did an excellent job of keeping everything running smoothly.

Both Erika and Lindsay plan to attend a 4CLS Day of Learning conference in October, which will include sessions on teen programming, early learning and sensory play, library event planning, and effective strategies for data use.

### *Operations*

**Grant opportunities:** We continue to look for grants that will support Drew Azzinaro's Guitar in the Mountains classes again.

**Preview books:** We've been adding Young Adult (YA) and Juvenile books and graphic novels from the preview program since we have a large number of new picture books from Spohie Blackall's donation.

### *Programs and Outreach*

**Tile-dying workshop:** Participants raved about the alcohol ink tile dying workshop when they picked up their tiles. It's a program we hope to run again: relatively easy, fun, and affordable.

**Summer Reading Challenge:** For our first adult-targeted program, we were delighted by the enthusiasm and participation. Our final report submitted to 4CLS cited 162 children ages 0-5, 288 children 6-11, 71 teens, and 165 adults were served.

**Vanilla extract workshop:** We will have a workshop for adults to make vanilla extract, with 12 people preregistered. The library will provide the bottles and vanilla beans and Trustee Pat Heath donated the required alcohol.

**S'mores workshop:** We will have a workshop for adults with treats and campfire stories.

**Local authors and poets:** We had seven people attend the poetry reading and discussion with local authors Jerrice Baptiste and Sandra Arnone.

**Fairy House Making workshop:** We're planning a workshop with program partners Beth Mowry and Deborah Hunter.

**Annual Meeting:** Erika will notify the Mountain Eagle to place a notice of our October Annual Meeting in the legal notices section.

### *Construction-related items*

**DLD (NYS Department of Library Development) Construction Aid Application:** Combining narratives and other information from Architect Paul Mays and from the board, we were able to complete the 2024 application grant.

We also submitted an application to 4CLS with a corrected quote from the

HVAC company after confirmation from OPRHP (NYS Office of Parks, Recreation, and Historic Preservation) that the CRIS (Cultural Resource Information System) approval we received last year covered the entire length of the construction project. The corrected quote from Stants Combustion is for \$703,000, not the preapproved cost of \$510,000. We've been informed that additional funding may be available and we're waiting to hear from 4CLS head Steve Bachman about how much more funding we can apply for if we alter the application.

## Committees

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

**Donor lists:** Linda asked for a status report on the lists being prepared of possible donors.

**Tree removal:** Linda reported on the need to remove two trees from our new lot that are infringing on a neighbor's house (motion by Millie; second by John). We are hoping to get a second estimate so we can make a decision by October 7. Since both estimates are from reliable sources, once we've confirmed that both have appropriate insurance coverage, we will go with whichever bid is lowest (motion by Linda; second by Pat).

**Foundation research:** The board will ask Simona of Western Catskills to do some foundation research for the library involving Candid, the non-for-profit foundation center directory.

**Outreach:** We'll probably schedule a public meeting before the end of the year. We want to get information about our plans out to the public, which is why we'll plan to visit municipalities (as well as other local groups, like fire departments). Linda will make a list of upcoming town meeting dates so people can sign up. At this point, we're not concerned about getting on their budgets.

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

Millie motioned (second by Janet) that we go to e-statements in lieu of mailed statements.

Millie explored the income tax bills from Evening Star. She will obtain a copy of the 990 for our review and files.

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

The October 5 Scarecrow Festival is likely the last event of the season.

**Annual meeting:** The Annual meeting is scheduled for October 28 at 5 p.m. Ballots and bios for three trustees to serve three-year terms will be distributed. Those trustees with terms expiring at the end of December 2024 are Barbara, John, and Stephanie, who were asked to update their bios if they plan to run again.

**Adjournment:** The meeting was adjourned at 6:40 p.m. (motion by Mike; second by Katy).

**Upcoming meetings**

- Monday, October 28, at 5:30: Annual meeting, followed by Regular board meeting. Russell Antonacci, VP & Trust Investment Officer at NBT, will attend the board meeting.
- Monday, November 25, at 5:30: Regular board meeting.

Respectfully submitted,

Ellen Thorn, Secretary