

Minutes of the Stamford Library Association Meeting, Monday, April 28, 2025

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

Call to order: Barbara called the meeting to order at 5:28 p.m.

Minutes: The March 24, 2025, Regular board meeting minutes were approved by trustees attending that meeting (motion by John; second by Linda).

Financial reports

Financial reports were distributed in advance by Erika and by Millie.

The **P&L statement** through March 2025 lists an income of \$27,303.23 against an annual budget of \$168,898.00; and an expense of \$49,434.96 against an annual expense of \$195,434.10.

The **Balance Sheet** as of March 31, 2025, lists total assets at \$3,924,084.66. Millie confirmed that the assets and balance sheet match.

Wayne Bank Business Checking account #2720 statement on March 31, 2025, had a balance of \$7,473.13. **Wayne Bank Investor** account #3242 statement on March 31, 2025, had a balance of \$53,342.39, which includes interest for 2025 of \$57.24. **Wayne Bank Business checking (construction)** account #8612 statement on March 31, 2025, had a balance of \$30,231.76.

NBT Wealth Management investment summary through March lists a market value of \$2,918,914.29. The portfolio percentages include cash equivalents of 6.97%, fixed income of 43.75%, and stocks/real assets of 49.28%. The estimated annual income is \$88,647.28.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through March, with MM interest amounting to \$57.24; NBT Wealth Management interest at \$26,939.34; ME total at \$26,996.58; and NBT fees at \$4,747.88.

The board voted (motion by Millie; second by John) to reinvest the CD maturing shortly for six months at 3.7% at NBT.

The report was approved (motion by Millie; second by Janet).

Library director's report

In advance of the meeting, Erika distributed a report electronically. In addition to the standard ongoing tasks related to payroll, invoices, spreadsheet

recordkeeping, filing, weeding, maintaining an up-to-date website, and 4CLS involvement, the following items were reported.

Operations

A new boiler was installed on March 26, eliminating the lack of heat in the space the library rents from the Village.

We've had further problems with Verizon phone service, which has improved but not been eliminated. We are exploring possible service through MTC.

New computers for the circulation desk are due. This will complete the computer overhaul required for the new Windows 11 update this fall.

We had some printer repairs made.

Because we haven't yet spent the construction funds from the Robinson Broadhurst Foundation, Don VanEtten suggested we write a letter reporting the progress of that project, which Linda reviewed (as she wrote the original grant) and which was submitted at the end of March.

Erika and Barbara met with Amy Warner, Executive Director of the O'Connor Foundation about its current focus on community center projects.

The partial tax levy check for \$10,500, collected by the school district from the school district taxpayers, was delivered on April 24. Combined with the \$59,541 received in November 2024, the total amount received is now \$70,041.

The Town of Jefferson donated \$300 to the library, as they did in 2024.

Erika participated in a 4CLS conference call regarding the restructure of the automation fee and adjustments for each library in the system. She shared information with the board on its history, adjustments, and the impact moving forward. The fee will increase from \$7,260 in 2025 to \$7,728 in 2026 and will cap out at \$8,199 in 2028, by which time a new fee structure agreement is expected to be in place.

Erika has now been added as an account manager to the American Express statement so she can download monthly statements without having to wait for them to come in the mail.

Erika worked with Mary at Evening Star and with Millie to document and track the transfer of the DLD CD from NBT to Wayne, in advance of the upcoming site work.

Beth Mowry has covered several staff shifts, during which time she updated a welcome letter for new patrons, reorganized the event posts, created helpful signage, and provided the front vestibule with a good cleaning.

Programs and Outreach

We submitted a "mini-grant" request to 4CLS for the return of the "Guitar in the Mountains" class series and performance with Drew Azinarro. The requested amount of \$1,350 would cover eight consecutive weekly guitar class sessions and final recital performance from mid-September to mid-November.

The Stamford Writer's Group will present a reading at the library on May 31,

which will include items from its new book and light refreshments as an official book release event.

The Neighborhood Forest Foundation donated 62 white pine trees. We printed planting guides, shared species information, and displayed appropriate resources.

Erika updated our logo on social media and added a new photo collage to the website and Facebook.

Lindsay created a new Trail Tale for the Stamford Business Alliance 5K and Fun Run, including fun tasks and challenges to complete with each new page, which lined the Rail Trail portion of the race route. Following the race, Marta collected leftover seeds donated by Ace, to be given out at the race, for the library to give out. These were added to our existing seed swap and a lot of people have come in to take them.

Committees

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

Linda and Barbara met with Rich Irwin about site clearance work. A permit is needed for affecting more than 1.65 acres of property.

The board voted (motion by Barbara; second by Millie) to cut a check for \$43,000 as a deposit for Boyle for site work.

The board discussed making a banner for each of the three directions where the new property overlooks a road. The banners will each be 75 square feet and will say "Future home of Stamford Library" in black lettering. They will use a pale-yellow silhouette of the new building as background. We will need to obtain a permit from the Village for these signs.

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

Mike will contact Matt Blumenfeld at FDA for a donors database.

Barbara and Erika met with the Amy Warner, O'Connor Foundation Executive Director. She suggested we aim at a \$100,000 request to support the new library's construction. Smaller grants, for example for items needed in the children's area in the new facility, can be requested in separate grants; monthly grants have a maximum of \$5,000; the Spring grant offers the large donation.

The committee will ask Paul Mays for specs for budgeting furnishings.

The committee will request information from SouthCentral.

Old business

Lease at Churchill Building: We received a signed copy of the new lease on March 28, 2025, from the Village, which goes into effect on May 1, 2025. The Village agreed to our terms. Erika will inform Mary at Evening Star that our new monthly rent is \$1,556.25.

Churchill gifts in the library: The board discussed the possibility of selling the

Chinese vases and some sculpture but reached no decision and will reconsider at some point in the future. A formal deaccession process will have to be in place prior to the sale of any items that belong to the library that are not part of the circulating or reference collections that are under supervision by the library director; and the income derived from deaccessioned items must be reported to New York State.

New business

New brochure: Erika will draft a new brochure for the public, using information she has collected comparing the past two years of library use and activity.

Press release: Janet will prepare a press release about the 2024 report to the community. It will include details from the new brochure, about site clearance, and that we will hold a public groundbreaking event.

Memberships: The board agreed (motion by Barbara; second by Stephanie) to purchase a one-year ALA (American Library Association) membership for \$190.

Erika will research the cost and benefits of a NYLA (New York Library Association) membership. NYLA seems to no longer have a section dedicated to Association libraries.

Scarecrow Festival; At this point Stamford's Fall Scarecrow Festival is back on, with assistance from the Stamford Business Alliance.

Heritage Day in Jefferson: Stephanie offered SLA a table at Jefferson's Heritage Day on July 12. This would be an appealing venue for promoting our new library and upcoming events.

Adjournment: The meeting was adjourned at 6:26 p.m. (motion by Mike; second by Janet).

Upcoming meetings

- Tuesday, May 27, 2025, at 5:30: Regular board meeting (note day change)

Respectfully submitted,
Ellen Thorn, Secretary