

## Minutes of the Stamford Library Association Meeting, Tuesday, June 23, 2025

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

**Call to order:** Barbara called the meeting to order at 5:25 p.m.

**Minutes:** The May 27, 2025, Regular board meeting minutes were approved by trustees who attended that meeting (motion by Mike; second by Stephanie).

### Financial reports

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

The **P&L statement** January through May 2025 lists an income of \$59,125.00 against an annual budget of \$168,898.00; and an expense of \$85,044.96 against an annual expense of \$195,434.10. New library expenses total 46,977.34.

The **Balance Sheet** as of May 31, 2025, lists total assets at \$3,944,616.09. Millie confirmed that the assets and balance sheet match.

**Wayne Bank Business Checking** account #2720 statement on May 30, 2025, had a balance of \$6,653.53. **Wayne Bank Investor** account #3242 statement on May 30, 2025, had a balance of \$50,580.89, which includes interest for 2025 of \$86.26. **Wayne Bank Business checking (construction)** account #8612 statement on May 30, 2025, had a balance of \$215,666.81.

**NBT Wealth Management** investment summary through May lists a market value of \$2,993,938.93. The portfolio percentages include cash equivalents of 8.68%, fixed income of 44.35%, and stocks/real assets of 46.97%. The estimated annual income is \$91,478.52.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through May, and reported on interest and fees. MM year-to-date interest amounted to \$86,26; NBT Wealth Management interest was at \$46,148.82; CD maturity Y-T-D interest totaled \$11,612.39; ME total was \$57,847.47; and NBT fees reached \$6,297.43.

Millie provided an updated history of our recent CD transactions that included a CD maturing on May 23, 2025, which earned interest of \$8,503.52. The interest was deposited into the Wayne Bank Construction account and the original \$250,000 was rolled into another CD at Wayne Bank for a 5-month term at 4.02% and a maturity date of October 23, 2025. Janet thanked Millie for the very useful summary of our various CDs and other investments.

Millie reported that she has been in touch with Tony Manzanero, of Mosert, Manzanero & Scott, who will conduct an audit for SLA. The board voted (motion by Linda; second by Stephanie) to have Millie sign a letter of engagement.

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

### **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.

The following report was approved (motion by Ellen; second by Stephanie).

#### **Operations**

Erika and Paul Mays completed and submitted the 2025 DLD Construction Aid grant for new building construction of \$800,000, which would provide \$600,000 — 75% — with the rest requiring a local match. It's possible the funding could increase to 85% or more as the project progresses and others drop out.

A Robinson Broadhurst grant check for \$27,303 for operational support arrived on May 28 and was deposited. The Robinson Broadhurst check for \$200,000 for construction was sent by certified mail and has not yet arrived.

4CLS awarded us the requested \$1,200 for the return of the 8-week Guitar in the Mountains series with Drew Azzinaro this fall. We need to borrow guitars for participants who need them for the classes; we're hoping to purchase one in youth and one in adult size to add to our library of possessions when we have the available budget.

Erika applied to CORE Values for a grant and received a check for \$1,000.

Erika participated in a 4CLS directors' conference call about ComicsPlus, a service similar to Libby and Hoopla focused only on comics and graphic novels for all ages. At \$100 a year, this could be a great opportunity to offer patrons access to these often-expensive titles without busting our own budget. Graphic Novels continue to be our most popular physical items for children ages 5–15.

The library's air conditioners were installed on June 5. We are running them even on cooler days to reduce the humidity throughout the building.

We have arranged for carpet cleaning in advance of the summer reading program. (We're now having the carpets cleaned (1) in the fall, (2) in midwinter, and (3) at the beginning of the summer season.)

We've worked with the 2025 Summer Youth Employment Program to have a youth worker here for five weeks in July and August. Gabe Tripp will be working from 12–5 every Thursday and Friday from July 10–August 8.

MTC (Margaretville Telephone) visited and prepared a quote to provide phone service and a dedicated fax line for a monthly charge under \$110. (We are still under a 4CLS-managed contract with a previous provider for fiber optics.)

The motion for phone and fax service (motion by Millie; second by Linda) was approved.

Linda and Erika are working to get prequalified prior to the deadline in August with State Financial System for the upcoming BRICKS application. It's more complex since they dissolved the previous Grants Gateway and moved everything to the SFS system.

### **Programs and Outreach**

The library hosted a book release reading and celebration for the Stamford Writers Circle on May 31. 23 people attended the readings and enjoyed the refreshments.

We hosted a well-attended herbal program with guest presenter Amber Champlin on June 7.

Erika has scheduled a disaster preparedness workshop on July 12 at the library with Eileen Knott of WCCRC, who has arranged funds to provide a weather radio to be raffled off and emergency preparedness bags stuffed with \$35 worth of emergency supplies for everyone who preregisters and participates.

For the Summer Reading Program, Lindsay and Sinzia have been decorating the library and getting Camp HERE library bags ready for the opening day.

For this year's Adult Book Bingo Challenge, we're encouraging our trustees as well as our local businesses to donate to the prize baskets; gift certificates and other donations would be appreciated. Prizes should be on display by August 1.

### **Committees**

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

The library was well represented at the June 11 public meeting of the Stamford Village Planning Board to discuss the site clearance plan with local and county personnel. Everyone in attendance — SLA trustees, neighbors near the new site, and planning board members — seemed positive about the library's plans and the planning board approved our permit request.

We expect much of the site clearing to be done this summer. Linda will contact Boyle for a schedule.

Committee members will ask Paul Mays to meet with them regarding the sequencing of grants.

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

Pat distributed a report covering four main topics: fundraising strategy; identifying potential donors and target audiences; developing a survey to draw in the community; engaging local organizations (municipal, nonprofits, businesses, etc.). She asked for input to add to the outline.

Linda will contact Senator Peter Oberacker and Assemblyman Chris Tague to keep them informed of our building project as it moves forward.

Linda will also be asking for letters of support from mid-July to mid-August. Barbara and Mike will draft a flyer for discussion at our July meeting.

Also for discussion was the suggestion that we add sponsor signs (a la Archibald Field fence) to the fence and signs we'll be installing at the site.

### **Old business**

**Selection Policy:** The board reviewed the proposed draft that Erika had distributed of a policy for Library Materials Selection. Trustees provided written and oral feedback, including a policy the committee approved a while back. Erika was asked to revise the draft to incorporate suggestions for possible adoption at our July board meeting.

### **New business**

**Lawn Sale Day:** Stamford will hold its village-wide lawn sale on August 9. Erika will have a cart of books for sale at the library if trustees don't collect other items for sale.

**Adjournment:** The meeting was adjourned at 6:15 p.m. (motion by Janet; second by Mike).

### **Upcoming meetings and events**

Saturday, July 12, 2025: Jefferson Heritage Day; SLA will have a table and will provide information about our new library plans (Ellen to provide canopy)

Tuesday, July 28, 2025, at 5:30: Regular board meeting

Saturday, August 9: Lawn Sale Day

Respectfully submitted,  
Ellen Thorn, Secretary