

**Minutes of the Stamford Library Association
Annual Meeting and Board Meeting,
Monday, October 27, 2025**

Annual meeting and Board meeting at Stamford Library: *Present:* Trustees Barbara Balliet, Katy Barber-Graves (via phone), Katy Clayton, Millie Faulkner, Susan Harwood, Pat Heath, Janet [Wenner] Kirch (via phone), Julie Rockefeller, Stephanie Rubin-Ruquet (left at 6 p.m.), Linda Stratigos, Mike Teitelbaum, Ellen Thorn; Library Director Erika Eklund; *Absent:* John Hubbard

Call to order: Barbara called the Annual meeting to order at 5:35 p.m. After collecting any dues owed from Association members, distributing ballots and bios to current members, and asking for additional nominations from the floor, an election was held. Election to the board resulted in each of the following trustees elected to serve the term from January 2026 through December 2028: Katy Barber-Graves, Pat Heath, Janet Kirch, and Linda Stratigos.

The Annual meeting was then closed and the Regular Board meeting was called to order at 5:38 p.m.

The board voted (motion by Millie; second by Ellen) to approve Julie Rockefeller as a new trustee to the board, to be seated immediately. Her new three-year term will start in January 2026 and run through December 2028.

Minutes: The September 29, 2025, Regular board meeting minutes as distributed were approved by trustees who attended that meeting (motion by Pat; second by Stephanie).

Financial reports

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

The **P&L statement** January through September 2025 lists an income of \$124,225.15 against an annual budget of \$168,898.00; and an expense of \$148,953.84 against an annual expense of \$195,434.10. New library income totaled \$230,175.00 and new library expenses totaled \$178,716.25.

The **Balance Sheet** as of September 30, 2025, lists total assets at \$4,172,649.05. Millie confirmed that the assets and balance sheet match.

Wayne Bank Business Checking account #2720 statement on September 30, 2025, had a balance of \$9,245.92. **Wayne Bank Investor** account #3242 statement on September 30, 2025, had a balance of \$41,854.63, which includes interest for 2025 of \$146.79. **Wayne Bank Business checking (construction)** account #8612 statement on September 30, 2025, had a balance of \$84,002.90.

NBT Wealth Management investment summary through September lists a market value of \$3,157,024.06. The portfolio percentages include cash equivalents

of 04.25%, fixed income of 40.81%, and stocks/ real assets of 54.94%. The estimated annual income is \$85,765.84.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through September, and reported on interest and fees. MM year-to-date interest amounted to \$146.79; NBT Wealth Management interest was at \$67,362.03; CD maturity Y-T-D interest totaled \$11,612.39; ME total was \$79,121.21; and NBT fees reached \$14,266.40.

A Wayne Bank CD was purchased for 7 months at 4.05%. The \$250,000 principle was rolled over and the interest was deposited into the Construction account. Two CDs, which are scheduled to mature early in November, will be rolled over with interest earned into new CDs at NBT.

Erika reported that the 990 was corrected. Tony Manzanero will rush the audit for our grant prequalification (which wants letters from our three largest donors: Robinson Broadhurst; New York State; Juried Family Foundation).

Millie will investigate insurance matters, including insurance for business use of personal cars, through Cheryl Meade at NBT Insurance.

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

Library director's report

Erika provided electronic copies to the board in advance of the meeting. 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

Erika was able to add a link in the top navigation bar of our website to the new community survey. She also designed a postcard with the QR code and web address inviting people to take the survey. She worked with Race Printing to have 300 cards printed, picked them up in Cobleskill, and made copies available in the library.

Erika has been working on getting information prepared for the next Robinson Broadhurst grant application. We are still waiting on the 2026 Cost of Services from 4CLS, which will help determine our 2026 support request amount. The application is due by November 30.

In 2024, 4CLS implemented system-wide expansion of its investment in Overdrive (commonly known as Libby), increasing our library's contribution for the first time since 2010 from the previous 2% of a library's collection budget (\$293) to 6% (\$654) in 2024, 7% (\$763) in 2025, and 8% (\$872) in 2026.

Similarly, 4CLS implemented a stepped increase of its Automation fee. (We use 4CLS Automation to conduct daily operations such as cataloging, circulation, user records management, acquisitions, ILL, and more.) In 2025, the Automation fee was \$7,260; the plan calls for an increase of 6.4% to \$7,728 in 2026; to \$7,960 in 2027; and it will cap out at \$8,199 in 2028.

We received a pre-expiration notice from the State Financial System, requiring us to add our 2024 990 and most recent audit to stay eligible. While we were able to get the 990, after speaking with Millie, and with Aileen at Evening Star and Heather at MMS, we're not likely to have the audit by the November 11 deadline. We're hoping that SFS will accept a document from MMS stating an audit is in progress.

We received word that the company Baker and Taylor is going under. Unfortunately, Baker and Taylor owns Bibliostat, the company that currently runs the software used for New York State Annual Reports. Steve said there is currently no answer or information on how things will shake out for our 2025 reports, but that he will keep us informed.

A \$200 check from the town of Stamford was deposited on October 20.

Unfortunately, a \$1,500 donation made on PayPal had to be refunded because the donation was meant for the library in Stamford, Connecticut. Erika had to do some research to track down the person who made the donation, who was very appreciative of her efforts.

Programs and Outreach

Erika traveled to the Sidney Memorial Library to select several free children's and YA preview books and to get a better feel for its library, layout, and services.

Erika and Megan Avery attended a reception at the Roxbury Arts Group for grant recipients. Megan is finishing her eight-week sewing series, with a fantastic group of kids who are creating their own clothing on the sewing machines.

Our stoneware mug glazing workshop was fantastic, with 14 in attendance.

Upcoming activities include handing out candy on Halloween and hosting an author's reading on November 8. Guitar classes with Drew will wrap up with a performance at the First Presbyterian Church on November 17.

Erika created and shared a spreadsheet comparing Stamford Library with other 4CLS libraries from data included in the 2024 Annual Report.

New Library Building Project

Erika forwarded names of additional lawn care services to Pat, including Follow Though Landscaping (Josh Williamson), Brian Warner Jr., and A Cut Above (Alex Roberts) to be added to the list with Evergreen and Allen Homestead Landscaping.

A new budget line was added to the Construction Budget for Advertising and Outreach (SL-28).

We have yet to hear about the DLD (Department of Library Development) grant application submitted in 2024. (Last year, we received official word in October.) Steve Bachman, head of 4CLS, told us "The award notifications are taking a while. I'm not sure what the holdup is. Still, we are confident that they will arrive at some point. It might take until January, but they will arrive."

Erika spoke with Laura Potter, who is spearheading the grant-writing effort for

Stamford in the next round of New York Forward funding. We discussed options for including the community room (and perhaps outdoor spaces) in the funding request. If successful, this could mean an additional \$1.5 to 2 million in funds. It seems like the timing would also work, but it is unclear how strong the Village application is and how likely Stamford is to receive funding.

Erika and Linda had discussions with Paul Mays regarding upcoming grant opportunities and next steps in the construction process. Linda prepared a summary to share with the trustees.

The board asked Erika to come up with four bullet points about how Stamford Library stacks up against other local libraries, including our advantages as an Association library (e.g., not bound by municipal regulations and faster decision making).

Committees

Building (planning, plant, resources): Linda (chair)

To date, we've received 30 completed surveys; 80% are current library users, mostly borrowing books and attending programs.

Fundraising: Mike (chair)

Although we are not in favor of tracking donations with a thermometer, we do need a visual to indicate progress toward our funding goal via the website.

At our next meeting we should take up the issues of looking at financial categories and naming opportunities. Until these are done, we cannot make donation items live on the website.

Executive session

The board went into Executive session at 6:30 to discuss two employment issues, which Barbara and Mike recommended. We expect to have progress by the November board meeting and report then.

Trustees ended the Executive session at 6:40.

Adjournment: The meeting was adjourned at 6:45 p.m. (motion by Barbara; second by Mike).

Upcoming meeting

Monday, November 24, 2025, at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary