

Minutes of the Stamford Library Association Meeting, Tuesday, July 28, 2025

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

Call to order: Barbara called the meeting to order at 5:30 p.m. at the conclusion of the Finance Committee meeting that met to review the survey requested in preparation for an audit we requested to be done by Mostert, Manzanero & Scott, LLP.

Minutes: The June 23, 2025, Regular board meeting minutes were approved by trustees who attended that meeting (motion by John; second by Linda).

Financial reports

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

The **P&L statement** January through June 2025 lists an income of \$100,204.87 against an annual budget of \$168,898.00; and an expense of \$99,960.66 against an annual expense of \$195,434.10. New library expenses total 46,977.34.

The **Balance Sheet** as of June 30, 2025, lists total assets at \$4,226,113.17. Millie confirmed that the assets and balance sheet match.

Wayne Bank Business Checking account #2720 statement on June 30, 2025, had a balance of \$23,841.13. **Wayne Bank Investor** account #3242 statement on June 30, 2025, had a balance of \$50,593.78, which includes interest for 2025 of \$99.15. **Wayne Bank Business checking (construction)** account #8612 statement on June 30, 2025, had a balance of \$415,666.81.

NBT Wealth Management investment summary through June lists a market value of \$3,058,190.89. The portfolio percentages include cash equivalents of 1.54%, fixed income of 45.24%, and stocks / real assets of 53.22%. The estimated annual income is \$86,095.40.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through June, 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 \$57,860.36; and NBT fees reached \$9,434.26.

Millie updated her CD report by including a June 23, 2025, CD nicknamed Robinson-Broadhurst 2; with \$200,000 from Robinson Broadhurst deposited into the Construction Fund Account at Wayne Bank; and on July 7, 2025,

withdrawing \$200,000 from that account and investing it in a CD at NBT Bank for 4 months at 4.05% and a maturity date of November 8, 2025.

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

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 has been providing Mostert, Manzanero & Scott with the paperwork it needs to prepare our requested audit. Our trustees have been asked to complete a survey.

Erika will be focusing on the next DLD grant application, due September 1.

Although we successfully were prequalified with State Financial System to apply for an upcoming grant opportunity, we don't qualify for that particular grant; but the work done with Erika, Linda, Millie, and Evening Star is likely to come in handy for future funding opportunities.

We received a \$10,000 gift from the estate of Eileen Lee Buchar. We have obtained a photo of her, which we've shared with the board.

After another incident with a patron we had banned before, we have decided to ban him again. He was sent a letter, reviewed by Barbara and Linda, a copy of which was also available on the premises. When he returned five days later, he was given the letter and he left without incident. I reached out to Delaware County Adult Protective Services and arranged for them to visit him, in person, and make sure he is aware of the services and programs available to assist him.

We have a summer youth employee working at the library three days a week through August 8. Gabe Tripp is helping prepare programming materials, straightening and dusting shelves, shredding, organizing DVD browsers, filing, and doing some shelving. This is the second year Gabe has joined us as part of the program.

Erika has arranged for new phone and fax service with Margaretville Telephone Company.

Erika noticed that the Elan credit card invoice included late fees and interest charges — for a check that had not been deposited. Erika wants online access for herself and Mary to review and pay bills on the Elon credit card. The board voted (proposal by Millie; second by Stephanie) to allow our accounting firm to pay regular monthly bills for normal operating expenses, with the same review approval as is currently in place.

Evening Star overpaid Karen and will deduct the overpayment over the next two to three months.

The carpets were cleaned the weekend of June 28 in advance of the summer reading program.

Programs and Outreach

Erika encouraged visits to the library so patrons could take advantage of its air conditioning.

With DOT roadwork reducing parking in front of the building even further, Erika posted to social media about parking near the pool.

With the potential loss of CROP funding, we're trying to plan to fill these afterschool programming needs in other ways.

We launched this year's Adult Book Bingo Challenge on July 8 and are collecting gift certificates and other donations from local businesses to add to the prize baskets. To date, more than 40 people have picked up bingo cards.

Our most recent Paws and Pages event was successful, with even more families in attendance. This is an adorable and heart-warming program and the photos we have shared have been very well-received on social media. We've scheduled a third Paws and Pages event.

We held a successful disaster preparedness workshop with Eileen Knott of WCCRC. Ten people attended; each received a bag filled with approximately \$30 worth of emergency supplies. One participant also won a weather radio.

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

We had a busy day in front of the library as part of the Headwaters Music and Arts Festival, and a busy time inside that afternoon with The Great and Powerful Dave Magic Show. More than 60 participants got involved — and we checked out every magic book we have!

The Children's Summer Reading Program will kick off on August 1. Each child who registers will once again be able to pick out one of four (really great) age-appropriate books to take home and keep and will be able to select a prize after completing ten reading challenges. With the 2025 Summer Reading Program theme of "Color Our World," many of the prizes we got this year are art and craft kits, including sand art, make your own bouncy balls, and scratch art pads.

We've submitted an invoice for half of the youth sewing program grant from Roxbury Arts Group for Megan Avery to purchase supplies and ads in advance of the fall program. We need to encourage children in grades 2 through 6 to participate.

We will host a community tie-dye party on August 2.

We've received a large number of book donations, which we're sorting into those to add to our collection and those to set aside for book sales. The library could benefit from volunteers to help sort and list these! We have registered to participate in Stamford's Lawn Sale Day with books as well as other items donated for sale.

We are lining up fall programming, which will include stoneware glazing;

S'moreytime; and Glenn Bentz, an Iroquois (Haudenosaunee) cultural performer and historian who performs at the Old Stone Fort.

Committees

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

Once the Stamford Village Planning Board approved the library's site clearance plan and issued our permit, clearance work began. Once our six-foot fence is up, the three signs we plan can go up. Erika, Janet and Katy will work on the signs; Linda will check in with the Code Enforcement Officer.

Erika will continue working on the next DLD grant application, due September 1. She'll cc Linda and Barbara on related work. Grant sequencing is an issue to be addressed, on which we need input from Paul Mays.

A community meeting should be set up by mid-September to encourage the public to get the facts and not just react to rumors and suppositions. We will ask Paul Mays to attend and conduct. The public as well as politicians and the press will be invited to hear about what's to come, where it will be, and to be reminded that construction cost does not include funds from the tax levy (which we use only for operations expense). Construction funding is coming from individual donors — friends and patrons — and from public and private grant resources. We will want to videotape the meeting.

Millie will draft a flow chart of library funds, so we can be as transparent as possible. Susan will draft a letter to accompany the survey. In advance of the meeting, we need to get a survey out and rebuild the webpage to include appropriate links to the building plans. Katy will work with Erika on these updates. We want to emphasize that we have a sketch of what's to come — not blueprints — and that after years of planning, we are still open to ideas we've yet to consider and to other productive feedback.

Adjournment: The meeting was adjourned at 6:50 p.m. (motion by Janet; second by John).

Upcoming meetings and events

Saturday, August 9: Lawn Sale Day

Monday, August 25, 2025, at 5:30: Regular board meeting

Wednesday, September 3, 2025, at 1:30: Meeting with architect Paul Mays

Thursday, September 18, 2025, at 7: Community meeting at Village Hall

Monday, September 29, 2025, at 5:30: Regular board meeting (note new date)

Respectfully submitted,
Ellen Thorn, Secretary