

## Minutes of the Stamford Library Association Meeting, Monday, August 25, 2025

Board meeting at Stamford Library: *Present:* Trustees Barbara Balliet (via FaceTime), Susan Harwood, Pat Heath, John Hubbard, Janet [Wenner] Kirch, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn; Library Director Erika Eklund; Archivist Clerk Karen Cuccinella (left 6 p.m.); NBT bank's Russell Antonacci, Ryan Glass, and Shawn Land (bank reps arrived 6:10 p.m., left 6:40 p.m.); visitor Julie Rockefeller; *Absent:* Trustees Katy Barber-Graves, Katy Clayton, Millie Faulkner.

**Call to order:** Barbara called the meeting to order at 5:45 p.m.

**Minutes:** The July 28, 2025, Regular board meeting minutes as corrected and distributed were approved by trustees who attended that July meeting (motion by Mike; second by Janet).

### Financial reports

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

The **P&L statement** January through July 2025 lists an income of \$104,089.11 against an annual budget of \$168,898.00; and an expense of \$116,847.81 against an annual expense of \$195,434.10. New library expenses total 46,977.34.

The **Balance Sheet** as of July 31, 2025, lists total assets at \$4,219,079.63. Millie confirmed that the assets and balance sheet match.

**Wayne Bank Business Checking** account #2720 statement on July 31, 2025, had a balance of \$6,382.82. **Wayne Bank Investor** account #3242 statement on July 31, 2025, had a balance of \$71,825.29, which includes interest for 2025 of \$117.45. **Wayne Bank Business checking (construction)** account #8612 statement on July 31, 2025, had a balance of \$215,666.81.

**NBT Wealth Management** investment summary through July lists a market value of \$3,046,994.20. The portfolio percentages include cash equivalents of 0.64%, fixed income of 45.36%, and stocks/real assets of 54.00%. The estimated annual income is \$85,752.33.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through July, and reported on interest and fees. MM year-to-date interest amounted to \$117.45; NBT Wealth Management interest was at \$67,362.03; CD maturity Y-T-D interest totaled \$11,612.39; ME total was \$79,091.87; and NBT fees reached \$11,041.84.

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

**Investment report**

Russell Antonacci and Ryan Glass from NBT Bank addressed the board and presented a written report (they left copies for absent board members). Currently, SLA investments at NBT are 54.37% in stocks and 43.21% in bonds (fixed income), which are within our policy requirements and which shouldn't need changing if no large sums are coming in or going out. The account is up by 9.14% since last year. Antonacci spoke of the Price to Earnings ratio, which he watches carefully.

**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 Linda; second by Janet).

**Operations**

Erika completed the Audit Control Narrative and Fraud Risk Inquiry survey required by Mostert, Manzanero & Scott in preparation of our requested audit.

DEC informed Erika that someone asked whether the library had obtained a SPDES permit for the building site. Linda reached out to Paul Mays, who worked with Bill Boyle and the DEC to confirm that less than one acre of ground disturbance took place, so they determined that no permit was required.

We submitted a building permit application to the village for three signs and arranged for a \$75 check for payment. We ordered three 4' x 6' vinyl signs for the new library site; after comparing vendors and reading reviews, we ordered from Race Printing for \$433.

We received a \$500 donation from the Community Foundation of South Central New York — Joyce and David Barber Fund. Erika wrote a thank-you note to Joyce and Dave and deposited the check into the general account.

We received a \$1,000 check from the Town of Harpersfield, which was deposited into the general account.

Stacy Young at Delaware County Electric Cooperative told us we were selected by their Member Advocacy Group as one of three local organizations to receive a donation this year. She requested a photo of the library and a short write-up for their membership publication and for an upcoming event. She said she would follow up with more information after their membership meeting.

We've been working on the 2025 DLD (Department of Library Development) grant application. This year's application is for a scope of work totaling \$800,000, with a proposed \$600,000 state contribution and a \$200,000 local match. The application, titled "Structural Systems for New Stamford Library," includes foundation excavation, subbase, backfill and compaction; foundation formwork, rebar, concrete, and slab on grade; building structural steel; and exterior wall

framing. We received the contractor's estimate from Paul and are working on the budget narrative and budget breakdown before September's submission.

The board voted to approve the DLD assurances form for its grant application (resolution by Ellen; second by Stephanie).

### **Programs and Outreach**

Erika is updating the building project website, including draft plans, "Vision" and "Why" pages, a timeline of milestones, links, and news articles and releases.

Barbara, Janet, and Erika met with Liz Page for an interview, to share information with the public through a report in the *Mountain Eagle*.

We prepared fishing kits for patrons on July 30. Information and photos shared on social media received great responses. We've already distributed and restocked Freshwater Fishing guides and resources provided by DEC.

A young woman clearly experiencing emotional difficulty visited the library several times. During our Community Tie-Dye Party, when she said she needed help, we found her a space to relax, gave her water, and reached out to Carrie (a former employee and current counselor at the Stamford Wellness Center). Carrie contacted Cathy Popp, who came to the library, spoke with her, and ensured she left with an appointment for advanced care and additional resources. This was a good example of how we are positioned to help people in critical moments and how the social services role of libraries continues to grow. The experience also connected Erika with the Delaware County Mobile Crisis Unit. We plan to meet with Cathy again to develop an action plan for similar situations.

Karen has been working with a signature quilt donated to the library. The owner initially contacted Hobart Historical Society, which didn't respond, so reached out to Karen, who accepted it on the library's behalf for our historic collection. Karen hosted a quilt expert who estimated repair and preservation work at \$1,500 to \$2,000. Karen asked the board if she could apply for O'Connor grant funds to cover the work, concerned it might interfere with other library fundraising. The board agreed (motion by Linda; second by Stephanie) to ask Erika to work with Karen and Hobart Historical Society to explore the possibility of getting the quilt repaired and to determine the quilt's future.

We launched the Children's Summer Reading Challenge and debuted the Adult Book Bingo prize baskets on August 1, to much enthusiasm. In the future, we plan to launch in July.

We had an outstanding turnout for our Community Tie-Dye Party, with more than 70 community members participating.

We finalized details with Drew Azzinaro for his eight-week "Guitar in the Mountains" class, funded by a \$1,200 grant through the 4CLS mini-grant program. We used last year's waitlist to offer priority registration before opening it up more widely. Already we have 20 people on a new waitlist!

We worked with Megan Avery to finalize her upcoming youth sewing series, funded by a \$2,500 grant through the regrant program administered by the

Roxbury Arts Group. We have already filled four of the eight slots through word-of-mouth and flyers sent home with Camp HERE campers.

Although we didn't have as many books as at our last sale, we had a strong turnout and good selection at the August Book Sale during Stamford Lawn Sale Day. From 10 a.m. to 2 p.m., we had more than 110 people stop in, raising \$433 in donations. Janet raised an additional \$65 at her outdoor table.

Upcoming fall events include our second annual S'morey Time campout-themed storytime; an Iroquois program with Glenn Bentz; stoneware mug glazing with The Studio for Art and Craft; local author readings; and our annual Christmas Party and Caroling.

## Committees

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

A community meeting on September 18 will encourage the public to get the facts and not just react to rumors and suppositions. Paul Mays will attend. Linda will chair. We will want to record the meeting. Might we want to borrow a mike and an amplifier from Chris Hauser?

Millie prepared a flow chart of library funds for us to share with the public. Susan will draft a letter to accompany the survey and be available for the meeting. Erika will draft a press release. Barbara, Mike, and Erika will update the brochure. John will invite Senator Oberacker and Assemblyman Tague to attend.

Mayor Schneider will address not having offered the Churchill Building.

Erika is rebuilding the webpage with appropriate links to the building plans.

Millie will work (with Erika and Lindsay) on a monthly series of how local groups work and how the library benefits the larger community.

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

Erika prepared a spreadsheet broken out by individual, business, foundation, and state categories; current values total \$1,545,686.

**Adjournment:** The meeting was adjourned at 7:05 p.m. (motion by Barbara; second by Mike).

## Upcoming meetings and events

Wednesday, September 3, 2025, at 1 p.m. for a site review; 1:30 p.m. for meeting at the library with architect Paul Mays.

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

Monday, September 29, 2025, at 5:30 p.m.: Regular board meeting [note date]

Respectfully submitted,

Ellen Thorn, Secretary