

Stamford Library Association Board Meeting Minutes Monday, February 2, 2026

At Stamford Library: *Present:* Trustees Barbara Balliet, Katy Clayton, Millie Faulkner, Pat Heath, Janet Kirch (via phone), Julie Rockefeller, Stephanie Rubin-Ruquet (via phone), Linda Stratigos, Mike Teitelbaum, Ellen Thorn; Library Director Erika Eklund; *Absent:* Katy Barber-Graves, Susan Harwood, John Hubbard

Call to order: Barbara called the meeting to order at 5:30 p.m.

Election of Officers: As required at the first meeting of the calendar year, an election was held. The board voted (motion by Millie; second by Barbara) to override the bylaw limitation and extend Barbara's term in office as president during the ongoing building project. Other officers reelected (motion by Mike; second by Katy) were Linda as vice president, Ellen as secretary, and Millie as treasurer. Trustees suggested that Katy C plan to train as treasurer under Millie, as a future treasurer and to provide continuity.

Reorganization issues: The board reviewed these library issues and voted (motion by Linda; second by Mike) to approve them. The SLA Reorganization Issues 2026 is available as a separate document.

Minutes: The December 15, 2025, Regular board meeting minutes were approved by trustees who attended that meeting (motion by Pat; second by Linda).

Financial reports: Financial reports from Erika and from Millie were distributed in advance of the meeting.

The **P&L statement** January through December 31, 2025, lists an income of \$225,494.08 against an annual budget of \$168,898.00; and an expense of \$203,868.67 against an annual expense budget of \$195,434.10. New library income totaled \$231,425.00 and new library expenses totaled \$181,368.45.

The **Balance Sheet** as of December 31, 2025, lists total assets at \$4,266,798.53. Millie confirmed that the assets and balance sheet match.

Wayne Bank Business Checking account #2720 statement on December 31, 2025, had a balance of \$10,136.78.

Wayne Bank Investor account #3242 statement on December 31, 2025, had a balance of \$76,772.71, which includes year-to-date interest for 2025 of \$196.04.

Wayne Bank Business checking (construction) account #8612 statement on December 31, 2025, had a balance of \$86,848.90.

NBT Wealth Management investment summary through December lists a market value of \$3,193,828.49. The portfolio percentages include cash equivalents of 8.49%, fixed income of 36.43%, and stocks/ real assets of 55.08%. The estimated annual income is \$81,361.27.

Millie reviewed bank statements, check sequence, deposits, invoices, and interest income through December, and she reported on interest and fees. MM year-to-date interest amounted to \$196.04; NBT Wealth Management interest was at \$87,230.86; CD maturity Y-T-D interest totaled \$15,860.59; ME total was \$103,287.49; and NBT fees reached \$19,336.23.

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

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

Steve Bachman at 4CLS reported that our 2024 DLD application was finally approved in the amount of \$632,700. The application was for HVAC and Geothermal Prep at a total project cost of \$703,000, with \$608,241 in state funds and a \$94,759 local match. This award includes additional unclaimed construction funds for a grant award of \$632,700 and a local match of \$70,300.

Erika prepared the WorkFlows Calendar Wizard for the year, which includes all our planned closed dates and ensures that books are not due back on days we're scheduled to be closed.

Erika has been scanning and submitting tax information to our bookkeeper for 2025 filing.

Erika submitted final invoices and final deposits for the 2025 year.

Erika filed the final report on the 2025 4CLS minigrant for the Azzinaro guitar series and completed a grant application through Roxbury Arts Group for a 2026 educational arts grant for expansion of the guitar series to accommodate participants at different experience levels.

Erika provided Tom and Diane Beers with the paperwork they requested to provide a gift for the library in their wills.

Erika signed a letter of commitment with local artist Kristina Zill for a Roxbury Arts Group artists grant to display a sculpture titled *The Cryer* in the library. The life-size sculpture is of a woman fashioned from too-small-to-be-recycled plastics collected from her two-person household over the past six years. It will be displayed in October or November.

Erika participated in a remote meeting with Matt Blumenfeld of FDA (Financial Development Agency) to discuss fundraising efforts. Following the meeting, she submitted information on three potential donors for Matt to prepare

examples of what we might uncover through his search process.

Annual appeal donations continue. To date, we have received \$8,515.

Erika has continued honing the 2026 draft budget, adding 2025 actuals and working with Millie on investment income projections.

Erika has been adding more items to our growing Library of Things, and recently purchased a “Happy Light” (a portable light therapy tablet designed to mimic natural outdoor sunlight, used to treat Seasonal Affective Disorder (SAD), which occurs when a lack of sunlight disrupts the body’s internal clock). She is also considering the purchase of a DVD player and a converter, which can transfer VHS, camcorder tapes, DVDs, and more into a digital format. We might also need to purchase a VCR for use with the converter. Grants may help with these Library of Things purchases.

Our web host, Craig McMillian, is closing his business. Several current options are not the best for us, so we are continuing to look for alternatives.

Programs and Outreach

Congressman Josh Riley’s office has requested the library host remote office hours, to which we’ve responded positively — as another community resource.

Our Christmas party included ornament making, letters to Santa, stories with Mrs. Claus, cookies and cocoa, and caroling. Following the party, Erika helped Santa prepare and send 21 letters, which received wonderful feedback.

We hosted local author and entrepreneur Kristin Stammel Basilie’s roundtable discussion following the publication of her book on balancing work, family, friends, self, and her own business.

Beth Mowry led a workshop of 2026 vision boards for our interested patrons.

We have been preparing for the 2026 Blind Date with a Book Challenge. Prize bundles for an adult, a YA (Young Adult), a juvenile, and a child are being amassed.

Janet Kirch will share her talents again with us for a Lunar New Year-themed Kamishibai storytelling in recognition of the Year of the Horse.

We will be hosting local contributors to the book *Unmoored, Yet Unbroken*. This event is designed to be a space for community reflection and shared storytelling on land, caretaking, endurance, and place.

We are preparing for our annual Book and Bake Sale on February 28. Book donations have continued to come in, with some specialty items in addition to our wide array of “by donation” treasures. Please consider baking something for the bake sale, which Lindsay can add to the list.

New Library Building Project

Linda reported that the state’s New York Forward grant committee will determine the allocation of funds given for the library and each other project within the grant.

Committees

The board discussed some committee changes, to maintain better and more targeted coordination. It removed Millie from the Fundraising committee; combined the Building and Building Fundraising committee; and created an Operations committee. Board members will review and confirm/recommit to committee participation.

We also discussed the possibility of creating a Friends-of-the-Library organization, which cannot be a committee, but which must be a separate 501(c)3 organizational entity, which can draw on community volunteers to support identified library projects.

Currently named committees and their members (and current reporting):

Building construction: Linda (chair), Barbara, Pat, John, Mike

Linda supplied a status report spreadsheet of grants.

The library needs to hire a clerk of the works.

Linda has three questions for the library's attorney regarding the Mays contract.

Building/new building fundraising (planning, plant, resources): Pat (chair), Katy B, Katy C, Susan

Pat will set up a committee meeting, the purpose of which is to write a prospectus with pictures and a rough timeline; and describe what a particular amount of money would represent (e.g., "\$100 might translate into four picture books").

Linda reported we have the required match secured.

Mike reported that we haven't heard back from Financial Development yet. The board asked Mike to get in touch with Matt.

We have a corporate list and 400 names; we'd like Stephanie to revisit her research.

Pat will contact the O'Connor Foundation about sharing possible spaces.

Finance (fiscal oversight): Millie (chair), Katy, John, Ellen

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

Library advocacy (community public relations; coordinate events with new building fundraising): Janet (chair), Barbara, Millie, Stephanie, Linda, John, Julie

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

Personnel (contracts, job descriptions, and reviews): Barbara (chair), Linda

Policy (bylaws, policies, and rules): Ellen (chair), Millie, Stephanie, Janet

Old business

Budget: The board approved (motion by Barbara; second by Linda) the 2026 budget, which includes library staff increases and a hospitality line.

Executive session

The board went into Executive session at 6:55 to discuss a health insurance issue. Barbara will follow up (motion by Barbara; second by Mike).

Trustees ended the Executive session at 7:00.

Adjournment: The meeting was adjourned at 7:01 p.m. (motion by Barbara; second by Millie).

Upcoming meeting

Monday, February 23, 2026, at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary