

LaGrange Association Library  
Board of Trustees Virtual Meeting (via GoToWebinar)  
Thursday, April 2, 2020 @7:00pm

**Minutes**

**Attendees: Erin Hawks, Mary De Bellis, Kristin Savath, Stuart Kofsky, Linda Gaines, Maung Htoo, Anne Lescher, Mimi Heslin, Wendy Bohlinger, Stacy Olyha**  
**Public: Joseph Baron**

- Call to Order: 7:02 PM by Erin Hawks
- Public Comment: Joseph Barone introduced himself and noted that he was here to understand status of Library construction project
- Correspondence: Mary sent a letter from the town to Erin, will be discussed during building committee report
- Consent Agenda : **a motion was made to accept the consent agenda by Linda Gaines, seconded by Maung, the motion passed unanimously**
  - Approval of Meeting Minutes for Thursday, March 12, 2020
  - Director's Report (Mary)
  - Treasurer's Report (Stacy)
  - Fundraising (Wendy)
- Board Development/Nominating (Wendy) - none
- Bylaws/Policy (Mimi) – Mimi gave an overview of the policies, then we reviewed each. Andrea asked why we were doing this now; Mary explained that many of our policies had not been reviewed for several years, so this is simply part of an ongoing process we need to do to keep policies up to date. Anne asked about how “sexually explicit materials” were defined and decisions about that made. Collection materials are researched by staff checking published reviews and matching that to the age group audience.
  - ALA Freedom to Read Statement **Maung made a motion to approve the policy, Andrea seconded, the motion passed unanimously**
  - ALA Freedom to View Statement **Maung made a motion to approve the policy, Stu seconded, the motion passed unanimously**
  - Challenge of Library Materials **Kristen made a motion to approve the policy, Linda seconded, the motion passed unanimously**
  - Request for Reconsideration Library Materials form **Kristen made a motion to approve the form, Linda seconded, the motion passed unanimously**

*- Confidentiality of Patron Records **Andrea made a motion to approve the policy, Linda seconded, the motion passed unanimously***

*- Copier/Copyright policy **Maung made a motion to approve the policy, Kristen seconded, the motion passed unanimously***

- Long Range Planning (Stuart) - none
- Friends (Anne) - none
- Personnel (Erin) - none
- Building (Erin) –
  - Erin checked with Meghan from the architect firm about MOU the Town wanted regarding responsibility of Rieger vs. the Library of certain property improvements. That letter was sent to the town on March 25<sup>th</sup>. We're waiting to hear from the Building Inspector that our permitting can move forward, but all non-essential construction is on hold at this time by order of the Governor, so we can't begin any construction until that order is rescinded or amended.
  - Steve Rieger sent an email with electric meters to be switched over to the library, but we don't need to do that until we have the go-ahead for demo and construction.
  - At last month's meeting, we discussed asking the Town to waive fees for permits and approvals. We did request that by letter, but our request was declined.
  - At last month's meeting, we learned that one of the second floor tenants in the new building was going to be leaving sooner than planned and the board asked how much additional money would be needed to add that demo and construction into phase one. Ballpark figure would be an additional \$200K to do that work.
  - We did receive the contracts that were written up by Butler Rowland Mays and the contract has been signed by the contractor (Barone) and sent to Erin. Erin is sending to our attorney before she signs it.
  - Linda asked about what would happen if we can't move when expected due to delays. We would reach out to the current landlord for a short extension of our lease
  - Mimi asked Joseph Barone about timelines and how far we will need to push back.
  - Joseph Barone noted that the final design of the plumbing and heating systems would be dependent upon what was surfaced during demolition of existing systems. But since he can't even get into the building to start demo, there are still many unknowns. The Governor is changing definition of essential

construction as he goes, but even if he started up now, they can have fewer workers than they would otherwise due to social distancing rules. Mr. Barone noted that even though they can't work the job right now, getting signed contracts is important so he can get subcontractors on board and order materials because he is starting to see impact on material availability as factories slow down. So, the sooner the contract can be signed, the better.

- Mimi asked if materials were ordered now, would there be a place for them to be stored. Mr. Barone felt that they could be stored in the future space without too much disruption to work.

- Capital Campaign (Andrea)

- Sunday virtual event with Paul Mays – 72 people had registered
- All Board Members should register if they have not done so yet
- Anne asked if the Sunday event will have graphics: there will be slides with general information and Paul will have a separate presentation with floor plans and photos of the location.

- Mary has been working with the grant writers

- Anne asked if we had lost a lot of money due to the stock market volatility; Mary assured the board that the Vanguard Capital fund had been liquidated prior to the downturn so we have those funds protected and ready for the construction work.

- Old business - none

- New business

- Erin and Andrea attended the COVID-19 Trustees webinar given by Mid-Hudson Library System. Erin suggested the trustees go to <http://midhudson.org/covid19> to view all the information presented.

- Mary noted she's been promoting e-resources and working on virtual story times for Facebook Live with Mary Wickham, and some other adult programs to remediate social isolation.

- Anne asked why the library system wasn't allowing holds to be placed for when the libraries open again. Mary noted that all the directors agreed to do the freeze on holds, since no libraries would be open to process incoming holds or for patrons to pick them up.

- Erin noted that the neighbor libraries have decided NOT to enforce restrictions on Union Vale patrons in this time.

**Maung made a motion to adjourn, Kristen seconded the motion, and the meeting adjourned at 8:01PM.**

**Next meeting: Thursday, May 14, 2020 @ 7pm**

**4/15/2020 AMM**