

LaGrange Association Library
Board of Trustees Meeting
Thursday, December 10, 2020 @7:00pm

Minutes

Attendees: Erin Hawks, Mary De Bellis, Lucy Johnson, Maung Htoo, Linda Gaines, Wendy Bohlinger, Mimi Heslin, Kristin Savath, Stuart Kofsky, Anne Lescher, Dan Jacobs, Marie Hughes, Andrea Mondello, Keith LaRose

- Call to Order: 7:02PM
- Public Comment - none
- Correspondence – Erin thanked the Board and staff for the cards, gift card, and flower arrangement she received as thanks for her years of service on the Board.
- Consent Agenda – a motion was made by Maung to approve the consent agenda which was seconded by Linda and which passed unanimously.
 - Approval of Meeting Minutes for Thursday, November 12, 2020
 - Director’s Report (Mary)
 - Treasurer’s Report (Mimi)
 - Fundraising (Wendy)
- Board Development/Nominating (Wendy)
 - A motion was made by Linda and seconded by Maung to approve the slate of new Trustees below. The motion passed unanimously. The new Trustees for 2021 are:
 - Lucy Johnson
 - Suzanne Davis
 - Marie Hughes
 - Daniel Jacobs
 - Keith LaRose
 - A motion was made by Stuart and seconded by Maung to approve the slate of Executive Committee members listed below. The motion passed unanimously. The new Executive Committee for 2021 is made up of:
 - President – Wendy Bohlinger
 - Vice President – Linda Gaines
 - Treasurer – Mimi Heslin
 - Secretary – Lucy Johnson
 - Wendy and the rest of the Board thanked Erin and Stu, who stayed on one year past the end of their original terms to provide continuity while the Library move took place.

- Bylaws/Policy (Mimi) - none
- Long Range Planning (Stuart) - none
- Friends (Anne) – the Friends have set up their sale room in the new Library space. Anne asked about the staff member who had tested positive for COVID-19, and whether that person had contact with any of the Friends. Due to confidentiality protocols, Mary was not able to be more specific.
- Building (Kristen) – Kristen reported that the construction was complete. Anne asked about the phone line installation. Mary reported that once the library was open again, Verizon would be able to come in and install the lines. In the interim, a cell phone was given to Lisa Sassi to answer calls and that number has been posted on the website. Anne also asked about the unexpected expenses from the move and how those costs were being covered. Mimi explained that both Anne’s generous gift to the Capital Campaign and the Payroll Protection funds would help cover the gap. Outside signage has been ordered, and Mary will let the Board know about the delivery date as soon as she has it.
- Old business - none
- Capital Campaign (Andrea) – Andrea asked for permission to order the donor plaque, but Mary and others pointed out that had already been given at the last meeting. Mimi mentioned that if a down payment was needed, we would have to wait for the library to re-open to get a check. Andrea will send the list of names to Mary for review before ordering. Also, the idea of doing a ‘walk-through’ video of the new space was discussed. Mary noted that she had already assigned that task to one of the staff. The board agreed this was a great idea and should be pursued.
- New business
 - Library re-opening: Mary discussed the need to balance staff concerns about rising COVID cases against the need to provide patron services and explained her plan to re-open for lobby services only starting December 19. Members of the Board expressed concern over the fact that passport services – a key source of revenue for the library – would not be available. The Board came to a consensus that this plan is agreed on and would be re-assessed at the January board meeting.
 - Approval of 2021 Library holiday closures – A motion was made by Maung to approve the 2021 holiday closures. The motion was seconded by Wendy and passed unanimously.
 - Andrea raised the issue that we still have a lot of furniture and old shelving that needs to be removed from the old library prior to the end of the lease on Dec. 31. The Board discussed options for getting the items removed, but due to the surge in COVID cases, they were not viable. Mary and Andrea felt the

best path would be to call 1-800-Got-Junk. Mary noted she had worked with them before and had been able to negotiate price. Wendy made a motion to have either Clancy or 1-800 -Got-Junk do the work for up to \$1,500 and to choose whichever one was going to charge less. Linda seconded the motion. Andrea volunteered to go over to the library that day and be there to oversee the work.

- Personnel (Erin)
 - Director's performance review (Executive Session) – at 7:56 pm Mimi made a motion to go into executive session to discuss the Director's performance review which Wendy seconded. The Board went into executive session.
 - At 8:26 PM Maung made a motion to come out of executive session which Wendy seconded.

Linda made a motion to adjourn the meeting, which Maung seconded. The meeting was adjourned at 8:27PM

Next meeting: Thursday, January 14, 2021 @ 7pm

1/9/2021 AMM