

LaGrange Association Library Board of Trustees

***Meeting Minutes***

Thursday, January 11, 2018

**Attending:** Manuela Acevedo, Mary Koniz Arnold, Erin Hawks, Joanne Pinello Kaley, Dr. Stuart Kofsky, Anne Lescher, Keshav Ramji, Dr. Jenny Sung

**Staff:** Mary De Bellis, *Library Director*

**Absent:** Wendy Bohlinger, Davyd Bullock, Wayne Delia

**Guests:** Maung Htoo (*prospective Board member*), Stacy Olyha (*prospective Board member*), Owen Patterson (*former Board Youth Advisor*), Richard Sassi (*President of the Friends of LaGrange Library*)

**Call To Order** (Erin)

7:05 pm

**Public Comment** (Erin)

Anne Lescher received a verbal complaint from a patron observing the lack of privacy for people processing their passport applications. Patron feels it is inappropriate and unprofessional for passports to be processed in an open area in full hearing/view of other patrons. Plus, it makes that area further crowded for patrons checking out materials. Anne suggested using another more private area of the library for passport appointments. It was pointed out that staff are only reviewing applications patrons have completed and not asking them for personal information; they also need convenient access to the photocopier. The lack of a consistently private area was noted, but Mary D. will look into possible options.

**Correspondence** (Erin)

- The Board received a thank you card from the staff members who attended the holiday luncheon.
- Board Secretary Wayne Delia sent an email commending staff member Anna Mondello on her kindness and support of the photography display of his niece Christine, who is slightly autistic, in November at the library.
- Alan Thomas responded to Erin's email thanking him for his PayPal donation to the library.
- Erin received an email inquiry from Angela Henry, the facilitator who conducted a Board workshop last April, as to how things were going at the library. Erin brought her up to date on administration changes and other happenings.

**Consent Agenda**

Motion to accept the consent agenda, pulling 2 items from the Director's Report for discussion: (Joanne/Stuart) – all were in favor:

- Price quotes for a new library phone system
- Proposed Union Vale funding contract

Mary D. presented 2 price quotes from 2 telecommunications companies. She prefers to go with Manchester Communications, rather than Brookfield Technology because they are local, very responsive, professional, more affordable, and have been in the business for over 20 years. Questions arose about the pros/cons of leasing vs. owning, warranties, and service contracts. Further clarification is needed regarding the type of phone system: if Internet-based how it would interact with the library security system and Internet connection; terms/cost of a service contract after one-year warranty; specifics of the lease-to-own option. Mary will research these details further and report back to the Board.

The 3-year library contract for funding from the town of Union Vale ends December 31, 2018. It was the consensus of the 4 Library Directors providing materials to UV patrons, along with sage advice from Rebekkah Smith-Aldrich from MHLS, to negotiate the next 3-year contract at a 2% increase each year, same as the current contract. While we could technically ask for more money based on several factors, keeping the funding stable is preferable to contentious negotiations possible resulting in the denial of library services to UV residents. Motion to accept this proposed contract (Mary A./Jenny); all were in favor.

#### **Board Development/Nominating (Mary A.)**

- Motion made to nominate Maung Htoo and Stacy Olyha as new trustees with three year terms, postponing the nomination of Marie Hasenpflug until she can attend a Board meeting (Mary A./Manuela); all were in favor.
- Motion made to nominate Erin Hawks, Dr. Stuart Kofsky, and Dr. Jenny Sung for continuing terms as trustees (Mary A./Joanne); all were in favor
- Motion made to nominate Executive Committee members Erin Hawks (President), Wayne Delia (Secretary) for one year terms (Mary A./Jenny); all were in favor

The Vice President and Treasurer positions on the Executive Committee are open: the VP runs the Board meetings in the absence of the President and the Treasurer signs checks and reviews the financial statements generated each month by the bookkeeper. There is a financial training component given by MHLS as part of their new trustee orientation program. Erin asked the present Board members to consider volunteering for one of these positions and it was recommended that they be filled in time for inclusion in the next newsletter. Stacy Olyha offered to be the Treasurer. The Vice President position remains open.

Continuing trustees are:

- Wendy Bohlinger
- Davyd Bullock
- Joanne Pinello Kaley
- Anne Lescher

Erin explained that Wendy Bohlinger is in poor health and will be unable to attend meetings until further notice. The Board discussed granting a leave of absence to Wendy as opposed to

having her resign. Motion made to grant Wendy a leave of absence and suspend her from being counted for the quorum (Stuart/Anne); all were in favor.

Erin passed out a sheet showing the standing committees that need members. Anne volunteered to be the Friend's liaison. Mary A. suggested that the committees hold their meetings separately from the Board meetings.

#### **By-Laws Policy** (Wayne/Jenny)

There has been no word from NYS yet regarding the Charter changes submitted for approval before the holidays. Erin will contact Wayne to follow-up. Once the changes are approved, the by-laws can be revised.

#### **Old Business** (Erin)

None

#### **Long Range Planning** (Dr. Sung)

None

#### **Outreach/Marketing** (Joanne/Mary A.)

The Donor Appreciation Reception will be at the library from 1-3 pm on Sunday 1/28:

- Board members who are able to should arrive at 11:00 am to set up in the Children's Room – Mary A. showed us how the room is usually set up.
- Musician Susie Deane will be here at noon to set up in the alcove right outside the door to the CR, using outlets in the staff break room.
- Jenny was asked to do decorations again; Erin can provide lots of beads for a Mardi Gras theme!
- Board members were asked to bring in finger foods or to solicit donations from local merchants they often frequent.

A coordinator is needed for the April 5<sup>th</sup> *Paintbrushes & Parties* fundraiser by **February**. Mary A. has stepped down. We can borrow a sign up display board from the store to put at the front desk of the library for publicity.

#### **Personnel** (Erin)

Mary A. asked about the status of the Employees Assistance Program (EAP) for the LaGrange staff and board. Mary D. has been trying to get in touch with the administrator, Ann Vokes, since before the holidays. Ms. Vokes has not returned phone messages or responded to emails. Mary D. will call the main office and try to find out what the problem might be.

#### **Building** (Wayne)

Erin will follow up with town supervisor Alan Bell and library attorney Bob Schofield to confirm that we can go ahead and start negotiating for other locations for the library without violating the terms of the current lease. Other building options were discussed and it was recommended

that a realtor be used. Stacy volunteered for the Building Committee, as she is very knowledgeable about properties and available space in LaGrange.

A suggestion was made for the library to utilize the large meeting room at the firehouse next door to accommodate programs attracting large groups of people, e.g., the AARP Defensive Driving Course. Mary D. will speak to Anna Mondello about this possibility.

**New Business (Erin)**

Friends President Rich Sassi submitted a reimbursement check of over \$5,000 to the library for the costs of the newsletters, the solar eclipse glasses, and the Battle of the Books program in 2017. Rich stated that future financial support from the Friends is uncertain until the number of active members increases and they can hold more fundraisers and a large book sale event. An Executive Board must be established and hold regularly scheduled meetings. He has met with the Tom Kraft, Beekman Library Board President to learn more about their Friends group and has been put in touch with other helpful contacts.

Maung asked that the library advertise the Lifelong Learning Institute at Vassar College and the Vassar Brothers Institute Science In Your Life Program for 2018. He gave Mary D. pamphlets to display in the library.

**Meeting Adjourned** at 8:55pm (Mary A./Manuela); all were in favor

The next meeting will be held at 7:00 pm on Thursday, February 8, 2018

**Respectfully submitted by**

**Mary M. De Bellis, LaGrange Association Library Director**