

LaGrange Association Library
Board of Trustees Meeting
Thursday, July 12, 2018 @7pm

Present: Erin Hawks, Joanne Pinello Kaley, Wendy Bohlinger, Anne Lescher, Dr. Jenny Sung, Stacy Olyha, Maung Htoo

Absent: Dr. Stuart Kofsky, Mary DeBellis, Library Director, Keshav Ramji

Potential Board Member: Andrea Mondello

Call to Order [Erin]: 7:03pm

- Motion to allow board to conduct business with less than minimum number of members [Joanne/Jenny - All in favor]

Correspondence [Erin]:

- Senator Sue Serino visited the library and was given a tour.
- A photo was taken with Mary, Erin, and Sue Serino, which we received copies of.

Consent Agenda:

- Motion to accept the Consent Agenda, removing the Fundraising and Treasurer's Reports for further discussion [Anne/Wendy – All in favor]

Treasurer's Report [Stacy]:

- The library has been receiving dividends on IBM shares that were listed under multiple variations of the Library's address, as well as several different Treasurer's names.
- Two of them had taxes taken out because they were missing a W9 form.
- Stacy would like to take all of the shares and put them into one account with one name to reduce confusion and ensure that a W9 form is on file.
- The shares will be under LaGrange Association Library/ Attn. Board Treasurer.
- Motion to have Stacy consolidate the shares as stated above. [Maung/Joanne – All in favor]

Fundraising Report [Wendy]:

- Wendy has been doing research on fundraising methods, and one of the things she came across was the importance of having a greater web presence. She also mentioned that if someone feels ownership in what they are doing, they're more likely to do it.
- After viewing a fundraising platform demonstration with Gillian Barnes from Classy, Mary referred her to Wendy.
- In a conference call with Wendy, Gillian showed her the product, which would offer a lot of flexibility in the display of the fundraising site, as well as allowing donors to pick where their money would be going.
- The yearly subscription would be \$3,558 and is dependent on the size of the organization.
- The Board agreed to have Wendy set up a meeting with Classy to take place at the August Board Meeting
- Erin asked if Wendy could ask Classy to condense the meeting, as the Board will have other business to conduct that evening.

Board Development [Wendy]:

- Andrea Mondello came to the meeting, as she is interested in joining the board. Andrea has lived here for 22 years and is currently a SharePoint consultant. SharePoint is Microsoft's collaborative platform. She is proficient in Web Development and has a finance background.
- Andrea expressed interest in fundraising as well as increasing the Library Board's presence in the public eye.
- Andrea was given a Board application to fill out and once that is received, the Board can vote at the next meeting.
- Anne also has a candidate who is interested, but she could not attend. Anne or Wendy will reach out again to remind her to come to next month's meeting.

Outreach/Marketing [Anne]:

- Community Day was a success. Anne attended, as well as Mary and staff members Lisa Sassi, Mary Wickham, and Anna Mondello.
- We have been moving forward with the Turning Outward program. There have been a number of larger conversations; the one that took place at the Crooked Rooster was especially successful, bringing in the Town Supervisor as well as the original Library Board President.
- Mary also had a one-on-one conversation with the Principal of Arlington High School, and he pulled in two of his Assistant Principals.
- July 13th is the monthly call with MHLS, where Erin will confer with the other libraries currently in the program.

- There are two more Community Conversations – one on July 18th at the Knights of Columbus Hall and the other on August 16th here at the library.
- After the August conversation, we will analyze the data collected to see if we need more conversations.

Building [Stacy]:

- Erin heard back from our landlord, who answered our follow up questions regarding the additional available space in the building.
 - A breakroom with running water could be done.
 - The water damage has been addressed as the stains are old; the roof is new and under warranty.
 - A bathroom in the space would not be impossible but it would be expensive, and the library would be responsible for maintenance.
- If we took on the additional space, we would have the entire corner of the building. This would increase our size from 5,350 square feet to ~8,000 square feet.
- Mary and Stacy will get together to discuss Mary's wish list
- Stacy offered to create a drawing based on Mary's "wish list"
- The increase in square footage would require the library to hire more staff, which would have to be budgeted for.
- Before going forward with the proposal, we have more follow up questions:
 - Ask if our current space is covered in the remodel; depending on the answer we would need one or two proposals (one with this space included and one without).
- Stacy also looked at properties with approved site plans that were not yet built, but none of them are large enough for our purposes.

Motion to adjourn: 8:24pm [Maung/Jenny – All in favor]

The next meeting will take place August 9th, 2018 at 6:45pm.

Respectfully submitted by Anna Mondello, Board Recorder.