

LaGrange Association Library  
Virtual Board of Trustees Meeting  
Thursday, June 4, 2020 @7:00pm

***Attendees: Mary De Bellis, Andrea Mondello, Erin Hawks, Kristen Savath, Mimi Heslin, Stu Kofsky, Wendy Bohlinger, Maung Htoo***

***Absent: Linda Gaines, Anne Lescher***

### ***Minutes***

- Call to Order - 7:02pm
- Public Comment - none
- Correspondence – Erin received a letter from Stacy Olyha notifying the Board that she was resigning from the Board effective June 1
  - Erin noted that we will need to elect a new Treasurer and find someone to replace her as Chair of the Building Committee
- Consent Agenda
  - Approval of Meeting Minutes for Thursday, May 14, 2020
  - Director’s Report (Mary)
  - Treasurer’s Report (vacant)
  - Fundraising (Wendy)

Kristen made a motion to accept the Consent Agenda which Mimi seconded, and which passed unanimously
- Board Development/Nominating (Wendy) – we have one person who is still interested and who will hopefully come to the July Meeting
- Bylaws/Policy (Mimi) – several new and revised policies relating to the phased reopening of the library were presented and discussed prior to approval
  - NYS Safety Plan – the Board discussed the plan presented by Mary. Andrea asked that the plan be amended so the daily staff health questionnaire have only each employee’s employee number rather than their name, which the board and the director agreed to. Andrea made a motion to accept the Safety Plan as amended. Maung seconded the motion, and it passed unanimously.
  - Patron Code of Conduct – Wendy made a motion to accept the revised Patron Code of Conduct. Kristen seconded the motion and it passed unanimously.

- Employee Health and Safety policy – Maung made a motion to accept the revised Employee Health and Safety policy. Mimi seconded the motion and it passed unanimously.

- Long Range Planning (Stuart) - none
- Friends (Anne) - none
- Personnel (Erin) - none
- Building (vacant) – Report given by Erin Hawks on current status of the library’s move to Town Center.
  - On May 22, during a conference call with architects, we learned that our demo permit will be issued as soon as the town office opens - on or about June 8.
  - The architects have been in touch with Mary about the location of the new book drop and have communicated with the landlord, Rieger, on the matter.
  - Rieger says they are moving on their permit for the building sprinkler system. Our contractor, Barone, must coordinate with the sprinkler system vendor regarding demo work.
  - One of the suites that is not scheduled to be part of our phase one building has been vacated early. In the prior meeting, we asked whether we should include that space in phase one construction or demo if it would represent an overall cost saving. The architects estimate that demoing that entire suite would add an additional \$200K in phase one, which we do not have the funds for. For now, the space can be used for storage or the library or contractor.
  - The first bill for the contractor was received and will be paid.
  - Keys have been given to Mary.
- Capital Campaign (Andrea) – will start up meetings again now that the library will be phasing in service soon.
- Old business - none
- New business
  - Mary outlined the process Mid-Hudson libraries are going to follow for curbside pickup service
  - Returns will be taken via book drop only, with books being ‘quarantined’ for 24 hours and DVDs for 72 hours
  - Delivery service will resume later in June

**Motion to adjourn the meeting was made by Andrea and seconded by Maung.**

**Meeting Adjourned at 7:48PM**

**Next meeting: Thursday, July 9, 2020 @ 7pm**

**6/4/2020 AMM**