

LaGrange Association Library  
Board of Trustees Meeting  
Thursday June 9, 2022 @7 PM

**DRAFT MINUTES**

**Attendees:** Mary DeBellis, Suzanne Davis, Mimi Heslin, Dan Jacobs, Kristen Savath, Melanie Wargo

**Absent:** Lucy Johnson, Kevin Lerner, Keith LaRose, Anne Lescher

**Guests:** Ann Commisso

**Call to Order** - 7:01

**Public Comment** - none

**Correspondence** - none

**Consent Agenda**

I. **Action Item:**

Be it resolved that the Board approve the following items as the Consent Agenda.

- Meeting Minutes for May 12, 2022
- Director's Report
- May Financial Reports, including the following Budget Adjustments:
  - Increase Worker's Compensation Insurance expense line - \$219.88.
  - Increase Other Miscellaneous Expenses line - \$115.16.
  - Increase Common Area Maint/Insurance/Taxes expense line - \$5,963.41.
  - Decrease Health Insurance expense line - \$6,298.45
    - Motioned -Melanie
    - Seconded - Kristen
    - All in favor

Discussion - Mary spoke to Sherri and she's confirmed that the high level of website traffic is accurate but we're still not sure what's driving it.

The surplus on junior books and kid programs for May is the money donated by the Friends for Battle of the Books.

Spending for kids books is lower than planned because we are ordering less as we have what we need, and are decreasing the print collection slightly every year. We're augmenting into e-books instead because that is where the demand is.

**Board Development/Nominating** (Suzanne) - nothing to report

Potential new board member - Ann Commisso recently retired from her nursing career and is looking to volunteer in her neighborhood. Lived in LaGrange ~25 years and loves the library.

**Building** (Kristen) - A few of the Board met with the architects to view/measure the new space. There were no surprises during the walk-through. Construction Grant application due to MHLS on 8/12. Still no news on fixing the air conditioning or heating. Mary will follow up.

**Bylaws/Policy** (Lucy)

I. **Action Item:**

Be it resolved that the Board approve the Inclement Weather and Holidays Policy.

- Motioned -Suzanne
  - Seconded - Kristen
  - All in favor
- II. **Action Item:**  
Be it resolved that the Board approve the Public Access to Records (FOIL) Policy.
- Motioned -Melanie
  - Seconded - Suzanne
  - All in favor with amended wording
- III. **Action Item:**  
Be it resolved that the Board approve the Records Retention Policy.
- Motioned - Dan
  - Seconded - Kristen
  - All in favor
- IV. **Action Item:**  
Be it resolved that the Board approve the Tutoring Policy.
- Motioned -Suzanne
  - Seconded - Dan
  - All in favor with the amended policy

**Capital Campaign** (Kevin) - not present.

**Finance** (Dan)

I. **Action Item:**

Be it resolved that the Board accept the Adirondack Mountain Club grant in the amount of \$345.00 and approve an increase to the 2022 annual budget in the same amount.

- Motioned - Kristen
- Seconded - Dan
- All in favor

**Friends** (Anne) - not present.

**Fundraising** (Kevin) - not present.

**Long Range Planning** (Keith)

I. **Action Item:**

Be it resolved that the Board approve the 2022 Community Survey developed by the Long Range Planning Committee.

- Motioned -Suzanne
- Seconded - Melanie
- All in favor

Discussion - The survey will be available on the website and advertised through the July newsletter. It will also be sent out through Constant Contact. We'll also have a flier with the QR code at Community Day. A print version will be available in the library. We will plan to keep the survey open for a month and extend if needed to increase response rate.

**Personnel** (Suzanne) - nothing to report

**Old Business**

- Community Day – June 11 2022
- Capital campaign table will be manned by board members from 12-5. Mary will cover from 5-6. Mary has all the materials available. We will consider adding something on the website for people to be able to join our mailing list.

**New Business**

- Review of Trustees Handbook – Planning and Evaluation - postpone to next meeting
- Roll Out of New Website - Sherri continues to work through the suggested changes. Mary to investigate the use of the lantern image currently on the Facebook page. Target rolling out the new site the first week of July to align with the newsletter.
- Demonstration – How to Use Google Drive - postpone to next meeting

**Adjournment**

- Motioned -Melanie
- Seconded - Suzanne
- All in favor

Meeting Adjourned: 8:23

Initialed: SHD

**Next meeting:** Thursday, July 14, 2022 @ 7pm

**Town Board Meetings** – 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of the month

6/1 & 6/15

7/6 & 7/20