

LaGrange Association Library  
Board of Trustees Meeting  
Thursday March 10, 2022 @7 PM

**MINUTES**

**Attendees:** Mary DeBellis, Suzanne Davis, Mimi Heslin, Keith LaRose, Anne Lescher, Kristen Savath, Kevin Lerner, Lucy Johnson

**Absent:** Dan Jacobs

**Guests:** Tim Durniak, Melanie Wargo, Bob Kaminski, Denise Geiger, Roseann Weiss

**Call to Order** - 7:02 meeting is called to order

**Public Comment** - Bob Kaminski - "I think you've done a great job with the library and I'm looking forward to the next phase."

**Correspondence** - none

**Meet the Library Staff:**

**I. Denise Geiger** – P/T Clerk/Passport Agent

**II. Roseann Weiss** – F/T Clerk

Denise and Roseann each gave a presentation on their responsibilities at the Library.

**Consent Agenda**

- Meeting Minutes for February 10, 2022
- Director's Report
- February Financial Reports

Motioned - Lucy

Seconded - Keith

All in favor

**Board Development/Nominating** (Suzanne)

Vote to approve Tim Durniak as a new board member:

Motioned - Kevin

Seconded - Lucy

All in Favor

Vote to approve Melanie Wargo as a new board member:

Motioned - Kristen

Seconded - Anne

All in Favor

**Building** (Kristen)

**I. Phase II building renovations** - Report shared prior to the meeting. The committee met with the architect in mid-Feb. We need to decide if we want to apply for a NYS Library construction project grant in March for our expansion. We have to be prepared to match the grant monetarily. We would apply for the grant in July but need to state our intentions in March. Estimate of \$364,000 available in the Capital Campaign.

### **Bylaws/Policy (Lucy)**

**I.Action Items – 7 policies:** Bylaws; Cash Handling; Cash on Premises; Electronic Payment; Insufficient Funds Check; Safe Child; Travel, Continuing Education & Staff Development

- a. Motion to consider change to bylaws - Anne, second - Keith, all in favor
- b. Cash handling - motion - Kevin, second - Suzanne, all in favor
- c. Cash on premise - motion - Kevin, second - Keith, all in favor
- d. Electronic payment - motion - Lucy, second - Kevin, all in favor
- e. Insufficient funds - motion -Suzanne, second - Lucy, all in favor
- f. Safe child - motion - Kevin, second - Keith, abstain -Lucy, all others in favor
- g. Travel - motion - Lucy, second - Kevin, all in favor

**Capital Campaign (Kevin)** - report shared prior to meeting. We will do a soft launch at the donor event.

### **Finance (Dan)**

**I.Action Item** – Transfer of \$93,035.36 (construction aid award \$67,035.36 + operating budget surplus of \$26,000) into the Vanguard building fund

Motion -Suzanne, second - Lucy, all in favor

Kristen will confirm that the additional architect fee is for the additional charges (on top of the paid \$94,000 for the original plan). Kristen will communicate that we will apply for the grant and will plan for ~\$300,000 for building, inventory amounts are TBD (Mary to follow up with projected amount of shelving units needed).

**Friends (Anne)** - continue to meet weekly. Did a field trip to the Pleasant Valley library. Anne shared their floor plan as food for thought on the children’s space. They also have a Friends’ room for book sales and another area for the Friends’ workroom.

**Fundraising (Kevin)** - nothing to report

**Long Range Planning (Keith)** - nothing to report

### **Personnel (Suzanne)**

**I.Action Item** – Staff resignation - The board would like to thank Jillian for her 5 years of service. Mary is actively looking for a replacement.

Motion - Kevin

Second - Suzanne

All in favor

### **Old Business**

I.Donor Reception -plans finalized

### **New Business**

**I.Action Item** – 2021 NYS Annual Report

Motion - Lucy

Second - Suzanne

Discussion - no questions from MHLS. Mimi noticed that we need to investigate a disaster recovery data plan. Tim volunteered to look into this for us.

Vote - All in favor

II. **Action Item** – 2021 Annual Report to the Community

Motion - Suzanne

Second - Lucy

No discussion

All in favor

III. **Discussion:** Board Google Drive access– shared vs. password

- Mary to investigate Google Workspace Nonprofit.
- Suzanne to invite Melanie and Tim to the Drive

Motion to expand the number of Trustees to 10 -

Motion - Lucy

Second - Keith

All in favor

**Adjournment - 9:00 pm**

Motion - Keith

Second - Suzanne

All in favor

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

**3/10/22 SD**