

LaGrange Association Library Board of Trustees
Meeting Minutes
Thursday, March 8, 2018

Attending: Marie Hasenpflug, Erin Hawks, Joanne Pinello Kaley, Dr. Stuart Kofsky, Anne Lescher, Stacy Olyha, Dr. Jenny Sung
Staff: Mary De Bellis, *Library Director*
Absent: Davyd Bullock, Wayne Delia, Maung Htoo, Keshav Ramji

Call To Order (Erin)

7:01 pm

Public Comment (Erin)

None

Correspondence (Erin)

- Erin reminded the Trustees to regularly check their folders in the library for important information and correspondence, e.g. the EAP literature.
- Current Board Secretary Wayne Delia has officially left the Board, effective immediately, due to a health issue. A new Secretary must be elected to take the meeting minutes, type them up, and distribute for review and approval. If there are no volunteers, Erin will appoint a trustee to take the minutes at each meeting on a rotating basis.
- Sadly, Board VP Maung Htoo recently notified us of his wife's passing. He is currently out of the country tending to her memorial.

Consent Agenda

Motion to accept the consent agenda, removing the Director's Report and Fundraising for further discussion: Anne/Joanne – all were in favor.

Director's Report:

The NYS 2017 Annual Report was previously sent out to the Trustees for review and approval at this meeting. All questions/clarifications received from the Trustees have been answered. Motion to accept and approve the NYS 2017 Annual Report: Marie/Stuart – all were in favor.

Hudson Valley Telephone's price for a new library phone system is the most cost-effective and they have a good reputation with Beacon Library, who has had the same system for years, with no need to purchase a yearly service contract for \$500. Motion to approve the expenditure of \$2,500 from the \$9,000 equipment budget line for installation of a new phone system by Hudson Valley Telephone: Anne/Joanne – all were in favor.

Fundraising:

See **Outreach/Marketing** below

Board Development/Nominating

- Davyd Bullock was elected to the Board at the November 2017 meeting. He is in the military reserve and had notified us he would be out of the country for January and February 2018, thus being excused from those Board meetings. He was absent from the December 2017 meeting with no notification. Mary reached out to him via email earlier this week to confirm his attendance at this meeting. She received an email today stating that he would be unable to attend due to transportation delays/inclement weather. It was agreed that Erin will call him to find out his future intentions.
- Erin reiterated the urgent need for Trustees to fill Board committees that are still vacant or have only 1 person.
- A suggestion was made to have the Trustees who vacate Board Committees write up what was done and how they did it.

By-Laws/Policy

The charter change for revisions in wording and establishment of a 3-year term for Trustees replacing the original 5-year term was approved by the NYS Board of Regents on February 13.

Motion to replace the current wording in **Article III. Board Term and Composition;**
Section I. Trustees of the by-laws as follows (Joanne/Stuart - all were in favor):

The governing Board shall consist of a minimum of nine (9) Trustees, and a maximum of twelve (12) Trustees, each serving a three (3) year term, renewable once for a total of six (6) consecutive years. After such time, Trustees must step down for one (1) year before returning to the Board. In addition, the Director shall serve as a member of the Board without vote. Trustees shall be nominated by committee, and formally elected by members of the Board at the Annual Meeting.

Motion to replace the current wording in **Article IV. Meetings; Section III. Annual Meeting** of the by-laws as follows (Stacey/Anne – all were in favor):

The Annual Meeting of the Board of Trustees shall be held on a date during the month preceding the beginning the Fiscal Year set by the President of the Board of Trustees.....

Long Range Planning

Erin received confirmation from library attorney Bob Schofield that our current lease places no limitations on the library's ability to look for other privately held properties, as long as we continue to pay the rent in the current location through December 2019. A discussion ensued about the strong likelihood of having to carry 2 leases due to time overlap in vacating the current property and preparing a new space for habitation. While this would be cost-prohibitive for the library, Erin will follow-up with Bob Schofield about any legal restrictions.

Outreach/Marketing

- There are only 3 people signed up for the April library fundraiser at *Paintbrushes & Party*, who are closing the business at the end of April. Mary called *P&P* and spoke to Deanna, who said they will not do this event for less than 20 people. Erin will call Deanna and follow up on the notification and reimbursement of the fee to the 3 registrants.
- A discussion ensued about special events/fundraising during National Library Week in April. Mary will follow up with Adult Programmer Anna Mondello about placing a push for donations in the April e-newsletter; she will also reach out to the Crooked Rooster restaurant, who have previously donated 10% of their sales on the Mondays in April to the library.

Personnel (Erin)

None

Building

None

New Business

Stacy asked if the library wanted a table on Community Day which falls this year on Saturday June 16 in Freedom Park. Of course we do! As a member of the Community Day Committee, she placed our request and we will receive the registration form to complete. We will most likely sell water; other activities, raffles, TBD. Mary will have a notification about Community Day placed in the upcoming May-August newsletter.

There being no further business, the meeting was adjourned at 8:25 pm: Joanne/Anne – all were in favor

The next meeting will be held at 7:00 pm on Thursday, April 12, 2018

Respectfully submitted by

Mary M. De Bellis, LaGrange Association Library Director