

LaGrange Association Library Board of Trustees

Meeting Minutes

Thursday, May 10, 2018

Attending: Wendy Bohlinger Marie Hasenpflug, Erin Hawks, Maung Htoo, Stuart Kofsky, Anne Lescher, Stacy Olyha, and Jenny Sung

Staff: Mary De Bellis, Library Director

Absent: Joanne Pinello Kaley, Keshav Ramji

Call to Order (Erin)

7:04 PM

Public Comment (Erin)

None

Correspondence ((Erin)

Erin informed the Board of the following:

Our Official Charter came in the mail with the updated By-Laws;

Barbarann Earl (landlord) – sent an email that on June 1, 2018, space will become available next door (Abilities First Leaving). It was agreed that the discussion would continue under Building on the agenda.

The Library received a \$500 check from LaGrange Sunrise Rotary for us to purchase the subscription of MidHudson Children's Museum passes for the year.

Mary sent a written request to Senator Sue Serino for this year's NYS Bullet Aid with specifics regarding the amount needed and for what purpose. Sue Serino's office contacted Mary and she will be coming to tour the Library on Thursday, June 21, 2018, at 11 am.

Erin notified the trustees that the updated committee assignments will be emailed.

Consent Agenda

Motion was made by Maung and seconded by Jenny to accept the consent agenda; passed unanimously.

Board Development/Nominating (Wendy)

Erin welcomed Wendy back from leave of absence.

Wendy reported that we are still looking for one more new Board Member. If Board Members know of anyone that may be interested, please contact Erin, Wendy, or Mary.

Wendy solicited ideas of the types of people that the Board thought may be beneficial to have on the Board. Please contact her with your suggestions.

Wendy did some research on how to attract potential Board Members from the community – the main thing is to make the board more visible. She asked for suggestions to this: showcase the board members in the newspaper; showcase the board members on a bulletin board in the Library; put a blurb in the newsletter; make a flier to be available at local business locations, Town Hall, and LaGrange

Community Day?

We are looking for a secretary and people to be on board committees.

Bylaws/Policy (Maung)

Mary presented two (2) policies to add to the Employee Handbook – NYS Family Leave & the Employee Assistance Program. A motion was made by Anne and seconded by Maung to add the Family Leave policy to the handbook as written; passed unanimously. A motion was made by Marie and seconded by Ann to add the Employee Assistance Program policy to the handbook as written; passed unanimously.

Personnel (Erin/Joanne)

No report

Long Range Planning (Stuart/Stacy/Marie/Anne)

Stuart was appointed Chair of this Committee.

Outreach/Marketing (Joanne/Jenny/Marie/Anne)

Anne was appointed Chair of this Committee

Mary reported that only one person signed up for the first Community Conversation then cancelled. Therefore the first Community Conversation for May 11, 2018, had to be cancelled.

Mary asked for suggestions on how to promote these conversations in our service area. The Suggestions were as follows: post in places like Town Hall, churches (Freedom Plains, Arlington area, Poughkeepsie area) and Gold's Gym, announce at crochet/knitting club and children's programs, and have the sign-up sheets at LaGrange Community Day on June 16, 2018. Erin will call Wappinger's School District to have announced in the schools. Lisa Sassi will be asked for it to put it on the Arlington website. There is a "check in" phone call tomorrow and Erin and Mary will see what other groups are doing to get the community involved.

Building (Stacy/Joanne/Stuart/Marie)

Stacy was asked to chair this committee.

Erin stated that right now we have 5500sf and 2573sf will become available next door. She distributed a floor plan of the space. She asked if the board should take a look. Consensus was yes. Erin mentioned that all future contracts will be reviewed by Bob Scofield (lawyer in Albany).

Wendy made a motion and seconded by Maung that Stacy, Erin, and Mary will tour the space on the Boards behalf; passed unanimously.

Stacy asked Mary to make a wish list for what the Library would like to ultimately contain in relation to space and layout. Look for potential to have a bathroom, kitchen, larger community room.

New Business

Erin asked if the Board wishes to pay an existing employee to be the Board Recorder to take Board Meeting minutes. It would be about four (4) hours per month (length of meeting + 2 extra hours to type minutes). There was a discussion about rotating vs. hiring a recorder. The question was raised if

there was money in the budget to cover it. Mary answered in the affirmative that there is money in the staffing budget. Anne asked if any staff members were interested and Mary replied yes. Marie made a motion and seconded by Maung to hire an existing employee as a temporary Board Recorder until a secretary is elected by the Board.

Mary asked if we can get a Family Health Insurance Plan through the Library for the employees. She polled some local libraries if they have a family insurance plan and 13 libraries responded to the question. The reply was that about half have a family plan. Some pay 80%/20% for a single and 50%/50% for family while others pay 65%/35% for family. The Board did a quick calculation and it appeared that it would not save employees any more money than the outside plans and would cost the Library more. No action was taken at this time.

Anne mentioned she took a Defensive Driving class at Boardman Road and she really liked their chairs. Mary stated she knows the ones and is looking into purchasing them. Anne also added that their Friends also sold a nice tote bag for \$1.

Jenny asked if Erin could send out the minutes of the retreat the Board Members attended last year (Fall 2017). It would be beneficial to the new Board Members. Erin agreed.

Jenny made a motion and seconded by Wendy to adjourn the meeting at 8:22 pm.

Next meeting: Thursday, June 14, 2018 @ 6pm

The Board will be having a Community Conversation followed by the regular Board Meeting.

Respectfully Submitted: Stacy S. Olyha