

LaGrange Association Library

Board of Trustees Meeting

Thursday, November 8, 2018

Meeting Minutes

Attending: Erin Hawks, Mary De Bellis, Stacy Olyha, Andrea Mondello, Stuart Kofsky, Anne Lescher, Jenny Sung, Muang Htoo, Wendy Bohlinger

Absent: Joanne Pinello Kaley, Keshav Ramji

Guests: 2 students from Arlington HS "Participation in Government" class (minors – names withheld); Matt Williams, realtor

Call to order 7:02 PM (Erin)

Correspondence: (Erin)

- Note from Mary De Bellis thanking the Board for flowers sent in memory of her mother
- Some major changes at historical society; board president has resigned, as has treasurer. George Wade new president.

Consent agenda:

- Approval of Meeting Minutes for Thursday, October 11, 2018
- Director's Report (Mary)
- Treasurer's Report (Stacy)
- Fundraising (Wendy)
- A motion was made by Muang and seconded by Anne to accept the items in the consent agenda; motion passed unanimously

Building: (Stacy) (agenda item moved up to accommodate guest Matt Williams)

- Matt discussed his financial analysis of the library's lease since its signing, and rates for comparable properties elsewhere in LaGrange.
- He discussed with the Board various negotiating strategies and several parcels of land that might be suitable.
- Matt offered to help advise the building committee and confer with Stacy on parcels he finds.
- A motion was made by Andrea and seconded by Wendy to tell Barbarann Earle we can't give her a decision on the proposed lease she sent until March 2019 AND to have Matt Williams negotiate with Barbarann on our behalf. The motion was passed unanimously.

Bylaws/Policy (Maung)

- **Holiday Closings:**
 - A motion was made to approve the Holiday Closings for 2019 by Stacy and seconded by Wendy; motion passed unanimously
- **Sexual Harassment Policy**
 - Reviewed updates previously made by Mary.
 - A motion was made by Muang to approve the policy and seconded by Stu; passed unanimously
- **Sexual Harassment Complaint Form**
 - We requested Mary add lines for fill in answers, change “work phone” to “mobile/cell phone”, remove “Work Address” field, and add a “Confidential” watermark.
 - A motion was made to approve the form as amended by Stacy and seconded by Wendy; motion passed unanimously.

Executive Session: Personnel Matters

- A motion was made to go into **executive session** to discuss several personnel matters by Wendy and seconded by Muang; motion passed unanimously
- A motion to come out of executive session by Jenny and seconded by Andrea; motion passed unanimously

Personnel Committee: (Erin)

A motion to accept the Personnel Committee’s report as amended was made by Muang, seconded by Wendy, and passed unanimously.

Friends (Anne):

- Anne got some new ideas on fundraising at the MHLS Friends Support Group meeting, including a raffle for a basket of cheer which was very successful.
- 3 new attendees at the last Friends meeting resulted in a productive discussion of fundraising ideas

Fundraising (Wendy):

The Committee stuffed 350 envelopes with the end-of-year fundraising letter and postcard featuring the “Be a donor, Bring a donor” message.

Adjournment:

- A motion was made by Jenny and seconded by Stu to adjourn; passed unanimously. Meeting adjourned at 8:59 PM.

Minutes submitted by: Andrea M. Mondello, Board Secretary