

LaGrange Association Library
Board of Trustees Meeting
Thursday, November 14, 2019 @7:00pm

Meeting Minutes

Attendees: Mary De Bellis, Wendy Bohlinger, Stuart Kofsky, Linda Gaines, Kristen Savath, Anne Lescher, Erin Hawks, Andrea Mondello

Absent: Jenny Sung, Stacy Olyha, Keshav Ramji, Maung Htoo

Guest: Mimi Heslin

- Call to Order – 7:02pm
- Public Comment – none
- Correspondence – we received a phone call notifying us that the library was named a beneficiary in the will of a recently deceased patron. The gift of mutual funds and cash comes to the library as an unrestricted gift.
 - Wendy made a motion to appoint Mary De Bellis as administrator of the gift, Stu seconded the motion, and it passed unanimously. This will allow Mary to receive the gift on behalf of the library.
- Consent Agenda
 - Approval of Meeting Minutes for Thursday, October 10, 2019
 - Director’s Report (Mary)
 - Treasurer’s Report (Stacy)
 - A motion was made by Anne and seconded by Kristen to accept the items in the consent agenda, and the motion passed unanimously.
- Board Development/Nominating (Wendy) – Wendy introduced Mimi Heslin, who is interested in joining the board, and Mimi gave the board a synopsis of her experience.
- The board discussed the fact that Erin, Jenny, and Stu are scheduled to come off the board after December’s board meeting. We asked all three to stay on one more year to help us through the capital campaign and move; Erin and Stu can do so.
 - Wendy made a motion to suspend the requirements in the bylaw that states that a board member must take a year off after six years on the board to allow Erin and Stu to serve an additional year beyond their term limits in order to provide continuity for the library relocation. The motion was seconded by Andrea and passed unanimously.
- Fundraising (Wendy) – the Annual Campaign fundraising mailing went out. A new ‘holiday’ themed raffle basket was created. Linda is taking over sending the tax receipts for donations from Wendy.

- Building (Stacy) – Erin noted that we received the AIA version of the agreement from architects Butler Roland Mays (BRM). It was reviewed by our lawyer, compared to the original letter we had previously voted to sign, and was agreed to be substantively the same. Erin signed and returned it to BRM 11/13. We are already behind the tentative timeline, so Erin will check in with them frequently on progress. Erin also announced that our current landlord extended our lease through September of 2020. A press release was issued by the library about the move, and the Poughkeepsie Journal reported the move on their website.
- Bylaws/Policy (Maung) – Bylaws Revision for election of trustees - Mary and Erin noted that we need to make a minor revision to the Bylaws to remove reference to electing trustees at an annual meeting, since we elect them as they apply, providing we have a vacancy.
 - A Motion was made by Andrea to remove the words “at the annual meeting” from Article 3, Section 1 of the Bylaws. The motion was seconded by Wendy and passed unanimously.
- Capital Campaign (Andrea)
 - Capital Campaign Committee decision-making authority – Andrea discussed the need to have some items pre-approved so the Campaign can move forward between board meetings.
 - After discussion, Kristin made a motion to allow the Capital Campaign Committee to make public relations decisions between regularly scheduled board meetings if they are of a sensitive nature and are consistent with messages put forth in the approved Case Statement. Linda seconded the motion and the motion passed unanimously.
 - Andrea made a motion for the board to approve up to \$500 for the printing of the case statement and brochures. Kristen seconded the motion, and the motion passed unanimously.
 - Linda discussed having Simply Gourmet cater the Library’s annual Donor Appreciation Event and presented a quote from them. Wendy made a motion to approve a \$250 down payment for Simply Gourmet to cater our February Donor Appreciation event. Andrea seconded the motion, and it was passed unanimously.
 - Wendy discussed options for an event for the public at which the architects would go over the plans and answer questions from the public. This will be the beginning of the ‘public’ phase of the Capital Campaign. She presented several options at the Presbyterian Church meeting space. Wendy made a motion, seconded by Kristin, to approve up to \$100 for a down payment for the Church for this event. The motion passed unanimously.

- Erin reported that FDA, the fundraising consultants, have already been contracted to run Hyde Park's capital campaign and won't be able to work on ours, but they can provide a list of grants that would apply to us, which would cost between \$500 and \$1000, depending on number of hours of effort. Anne made a motion to approve up to \$1000 for this purpose, which Wendy seconded. The motion passed unanimously.

- Draft of Case Statement – draft copies were distributed to the board. Andrea explained that we were missing the cost information and the architect's drawings. Erin is working with the architect firm to get the drawings; Mary will forward the cost information to Andrea for inclusion. Assuming the drawings are delivered, the final document will be available as part of the pre-meeting Board Packet for the December meeting so the board can vote to approve it and it can go to print.

- Bus route change petition - Erin will investigate what needs to happen to get a Bus Stop for the County Buses at the new location, since there are currently no stops between the one at our current location and RT. 82.

- Mary gave an update on her discussions with Sue Serino's office; Senator Serino will provide letters of support if requested.

- Long Range Planning (Stuart) – the library survey will be included in the *Book Bag*, and the online survey will be going live immediately. The survey will close in February, so we can get results for the March public meeting.
- Outreach/Marketing (Anne) - none
- Personnel (Erin) - none
- Friends (Anne) – the Friends welcomed a new member, and will be holding some special holiday book sales
- Old Business – Mary updated the board on the ongoing Union Vale contract discussions
- A motion to adjourn the meeting was made by Linda, seconded by Stu, and the meeting was adjourned at 8:41pm.

11/23/2019 AMM