

LaGrange Library Board Committee Reports - February 2021

Board Development and Nominating

Nothing to report at this time

Building Committee

1) The email attachments sent Sunday are current for Phase 2. The Board should decide if we want to focus on the Children's Activity Room as a "Phase 2a," and decide if we want to accept the quote from Barone Construction -- or shop around for other bids

2) For Phase 1, two outstanding issues, both of which involve landlord Dan Rieger:

--mounting the signs on the facade and at the street

--replacing the heat pump roof top unit

Bylaws/Policies

Nothing to report at this time

Fundraising/Capital Campaign

The committee met on February 27th to discuss direction of the Capital Campaign for Phase 2 construction. Topics discussed were the need to ascertain how much the library has available in the way of capital funds, what would be needed to complete Phase 2 construction, the possible need for subphases within Phase 2, the children's area being the most desired area to complete first. It was decided that in publicity for the capital campaign it would be beneficial to include children patrons of the library with pictures, statements and possible videos. Mary Wickham, who is in charge of children's programming, will be consulted on this. Also discussed were targeted mailings and possible events.

Finance Committee

The Finance Committee met virtually on Thursday, February 18.

The Committee conducted a review of the monthly financial information distributed at the February Board meeting. This will be a monthly task of the Committee. Questions were asked of Mary in reference to processes and specific areas of the budget.

Mimi requested that a warrant report be added to the monthly financial reports. This report will itemize the payments that were made during the month, showing at a minimum the vendor and amount paid. It is important for all Board members to be aware of how funds are being spent because all Board members have a fiduciary responsibility.

There was also discussion around the handling of the remaining five goals originally identified by the Committee. We spoke about the following:

- The need for a more clearly defined capital project status report
- Potential investment opportunities for funds in our bank accounts

- A plan for handling the prioritizing of policies to be written or revised and then sent to the Policy Committee for their consideration

The Committee also acknowledged that goal #5 is redundant with goal #2 and could be dropped, and that goal #6 is more of a long-term goal and should be handled in the next 3 year plan in collaboration with the Long Range Planning Committee.

Long Range Planning Committee

The Long Range Planning Committee met once last month. The goals for the committee were discussed and subsequently agreed upon. The contents of the current 3-year plan were reviewed prior to and during the meeting. The biggest item in the plan that still needed implementation was the development of a Technology Plan. The next Long Range Plan will be developed next year, and cover the period from 2023-2025. Ideas were discussed regarding what changes will be needed in the next plan. The committee received the results from the last survey, completed early in 2020, but did not have time to review the results prior to the meeting. The next survey is tentatively scheduled to be conducted last this year or early in 2022 and feed into the next Long Range Plan.

The committee decided to meet "as needed" throughout 2021. The next meeting has not yet been scheduled.

Personnel

Nothing to report at this time

Friends of Lagrange Library

The Friends resumed weekly meetings on Friday February 26 to process donations and stock the Friends book sales shelves. The new community room is a wonderful space for holding our meetings and spreading out to work safely.