

LaGrange Association Library
Board of Trustees Meeting
Thursday, July 14, 2022 @7:00pm

MINUTES

Attendees: Mimi Heslin, Mary De Bellis, Melanie Wargo, Anne Lescher, Dan Jacobs, Lucy Johnson, Kevin Lerner, Kristen Savath

Absent: Keith LaRose, Suzanne Davis

Guests: Gerald Dunn, owner of Karate 4 Excellence, See Capital Campaign (below)

Call to Order 7:03pm

Public Comment:

See Capital Campaign (below)

Correspondence

Thank-you note received from Dept of Parks & Recreation for Community Day 2022 Participation (Mary)

Consent Agenda

Meeting Minutes for June 9, 2022

Director's Report

June Financial Reports with the following operating budget adjustment:

Receipt of a Dollar General Grant in the amount of \$1,000 increasing the 2022 annual budget by the same amount

Approval: Moved: Lucy ; Second: Melanie ; Passed Unanimously

Capital Campaign (Kevin)

Donor presentation (Gerald Dunn, owner of Karate 4 Excellence): Dunn is offering karate classes with promotion to be done by LaGrange Library. Participants aged 4-12yo would take 4 classes (\$49) at Karate 4 Excellence located at Fireman's Way with the proceeds going to Lagrange Library. The participants have an option to then enroll formally at Karate 4 Excellence at a discounted rate. Dunn has previously worked with Camp Hillcroft, raising ~\$1,000 for the camp. We will advertise via Program calendar, August newsletter, and email (e-blast). Participants can pay when they come into the martial arts center. Dunn is also working with Danielle, the library's Adult/Teen Programmer to offer youth bullying avoidance/prevention classes with promotion to be done by LaGrange Library.

Letter (in Drive), on LagLib letterhead, to raise money for the Children's Program Room

- Streamline font size
- Minor punctuation fixes
- Reviewed the information sheet (also in Drive) for naming opportunities

- Change \$50,000 to \$10,000 plus
- Engraved leaves on the tree at the entryway are currently \$1,000/leaf. Decided against adding leaves for \$500 donations.
- 270+ mailing addresses for 12540 and some residences outside of 12540. Plan to send letter when Melanie and Mary return from vacation in 1-2 weeks. In these interim weeks, all members are to find and email business addresses (of businesses likely to donate) to Melanie to add to the mailing list.
- Anne suggested a press release in the Southern and Northern Dutchess News with the letter, as well (free).

Board Development/Nominating (Mimi for Suzanne)

Cancelled Action Item to appoint Ann Commisso as a trustee, as Ms. Commisso was not present

Upcoming Board vacancies:

Kevin is resigning from the Board effective Aug 12

Kristen is not doing a second 3-year term, ending her position as Trustee effective at the conclusion of the September board meeting

Anne suggested that Wendy Bohlinger has some fundraising ideas

Resulting vacancies: VP, Fundraising Chair, Capital Campaign Chair, Long Range Planning Committee Member, Board Development Committee Member, Building Committee Chair, Personnel Committee Member

Mimi raised merging Fundraising and Capital Committee committees, to be under 1 chairperson.

Anne will serve as **VP** through the end of this year. Effective with Kevin's resignation date.

Approval: Moved: Mimi ; Second: Lucy ; Passed Unanimously

Melanie will serve as **Fundraising & Capital Campaign Chair**

Building Committee Chair will need to be found when Kristen leaves after September meeting

Building (Kristen)

Prelim drawings from architect in Drive. Note, this is after architect's walk-through of the new tenant space so includes architect's assessment of plumbing. Estimated cost \$337,300 plus architect fees, blinds, furniture upgrades (i.e., cabinets in program room, larger work desk in Children's Room, and any unforeseen costs). No movers/storage expected to be needed. Probably going to be close to \$500,000 total. This will allow us to go forward with the NYS construction grant. Too soon to go to bid with 3 contractors as we do not yet have enough funds. Estimate that we need to raise about \$100,000 more before going to bid.

Bylaws/Policy (Lucy)

Action Item Be it resolved that the Board approve the Fund Balance Policy (a new policy)

Approval: Moved: Anne; Second: Dan; Passed Unanimously

Action Item Be it resolved that the Board approve the Claims Audit Policy (also a new policy)

Approval: Moved: Anne; Second: Dan; Passed Unanimously

Finance (Dan)

Audit planned in 2023

Action Item: Be it resolved that the Board approve moving the unemployment reserve funds from Vanguard to Tompkins Mahopac Bank and into a 1 year CD

Approval: Moved: Lucy; Second: Kevin; Passed Unanimously

Action Item: Be it resolved that the Board approve moving the operating fund reserve from the checking account at Tompkins Mahopac Bank into a CD ladder at Tompkins Mahopac Bank, splitting the funds evenly between a 1-, 2-, and 3-year CD, which upon maturation will be renewed from a 3-year term

Approval: Moved: Lucy; Second: Kevin; Passed Unanimously

Friends (Anne)

Friends have decided to dissolve the Friends organization as a separate nonprofit organization and merge into the library organization. Friends will continue to volunteer while working directly for the library selling donated books. All book sale proceeds will go directly to the library. The library would have to report any necessary sales tax required by these sales (unless books are not sold but rather given "suggested donation" amounts). Friends will work with a lawyer (Bob Schofield) to legally dissolve the separate Friends organization after filing this year's tax return. Mary spoke with Rebecca at Mid-Hudson about any negative repercussions from the Friends dissolution. Only detriment would be if there were to be a 414 vote because, in the event of a 414 campaign, only the Friends (not the library) can encourage "yes" votes and fund the campaign. However, if 414 campaign were to occur, Rebecca can help organize a political action committee (PAC).

Fundraising (Kevin)

Nothing to report

Long Range Planning (Mimi for Keith)

The Committee did not meet but the Community Survey is available for public response. Lower response rate to date compared to the 2020 survey

Personnel (Mimi for Suzanne)

Scheduled to meet later this month

Old Business

None

New Business

Assurances is a required document (in the drive) for the construction grant.

Action Item: Be it resolved that the Board approve the Assurances document for the NYS Construction Grant application

Approval: Moved: Lucy; Second: Melanie; Passed Unanimously

Action Item: Be it resolved that the Board approve that the August Board meeting be changed from Thursday Aug 11 to Wed Aug 10

Approval: Moved: Lucy; Second: Melanie; Passed; Abstain: Kristen – she will not be able to attend either date next month

Google Drive Training deferred due to time constraints. Dan suggested Mary change the password.

Per Mary, Rotary Presentation went well. They were interested in passports, programs. Mary asked for \$650 check for hanging genre signage; Rotary said they will mail it.

Motion to Adjourn 8:31pm

Approval: Moved: Melanie; Second: Lucy; Passed Unanimously

Next Meeting: Wed Aug 10

Respectfully submitted by Kristen Savath, Trustee