

LaGrange Association Library  
Board of Trustees Meeting  
Thursday October 13, 2022 @7 PM

**MINUTES**

**Attendees:** Mimi Heslin, Mary De Bellis, Melanie Wargo, Anne Lescher, Dan Jacobs, Suzanne Davis, Lucy Johnson, Ann Commisso, Keith LaRose

**Call to Order:** 7:01

**Public Comment:** none

**Correspondence:** Staff received a thank you note from the winner of the adult reading program. Alan Bell called to check in on what happened to the library.

**Consent Agenda**

**I. Action Item:**

Be it resolved that the Board approve and acknowledge the following items as the Consent Agenda:

- Meeting Minutes for September 8, 2022
- Director's Report
- September Financial Reports with the following operating budget adjustments:
  - Decrease Office & Library Supplies expense line by \$849.40
  - Increase Library App & Software expense line by \$849.40
  - Decrease Fundraising Miscellaneous expense line by \$48.00
  - Increase Fundraising Postage expense line by \$48.00

Motion to approve: Lucy  
Second: Anne  
Passed unanimously

**Capital Campaign/Fundraising (Melanie)**

- LaGrange Fall Festival Plans (10/23 Noon-4PM)- materials were not impacted by the flooding. Melanie will do the signage for the donation/bags. Minimum \$5 donation for a bag. Melanie will send out a signup sheet for people to man the table. Setup start Sunday 10AM at the library

**Board Development/Nominating (Suzanne)**

**I. Action Item**

Be it resolved that the Board approve the current number of trustees to be 8.

Motion to approve: Melanie  
Second: Anne  
Passed unanimously

**Bylaws/Policy (Lucy)**

**I. Action Item**

Be it resolved that the Board approve the new Bereavement Policy as an addition to the *Employee Policy Manual*.

Motion to approve: Keith  
Second: Dan  
Passed unanimously

**II. Action Item**

Be it resolved that the Board approve the revised Credit/Debit Card Policy.

Motion to approve: Keith

Second: Dan  
Passed unanimously

**III. Action Item**

Be it resolved that the Board approve the new Audit Schedule Policy.  
Motion to approve: Keith  
Second: Dan  
Passed unanimously

**Finance** (Dan) - Finance committee met last week to review financial info and the audit policy. They are also starting to build an Inventory review policy. Kyndryl stock sale is still a work in progress.

**Friends** (Anne) - No longer collecting money for book sales. Room has changed over to the BookNook on a donation-basis. Working on the legal process to disband the charter. Now totally 5-6 people a week volunteering. Thank you luncheon for Joan Kjellman and Veronica Rosen for their service coming up this week.

**Long Range Planning** (Keith) - Keith would like to review the electronic resources with Mary to provide clarification of some of the answers to the LRP survey. Ann Commisso would like to attend. Plan to have a committee meeting in Nov. to put together the LRP before the end of year.

**Personnel** (Suzanne)

**I. Action Item:** Motion to accept the resignation of Denise Geiger, P/T Clerk/Passport Agent, effective October 13, 2022.

- Motion to approve: Lucy
- Second: Keith
- Passed unanimously

**II. Action Item:** Motion to accept a change to the agenda

Motion to approve: Lucy  
Second: Keith  
Pass unanimously

**III. Action Item:** Appointment of Joshua Rodriguez, P/T Clerk/Passport Agent, effective date TBD.

Motion to approve: Lucy  
Second: Keith  
Passed unanimously

**Old Business - None**

**New Business** - Sprinkler pipe in Mary's office broke. Carpet was soaked through the main part of the library. Sprinkler company says the pipe was not installed properly. Accident has been reported to insurance and the adjuster has visited. Next step is to have the insurance company send us the recommended amount for the repairs. Our insurance company will seek funds from the sprinkler company's insurance. We should get quotes from Barone and ServePro to do the repairs. The library and all programs/passports will likely need to stay closed until the repairs are complete depending on how quickly the hallway will be cleared to allow for access to other parts of the library. Passport appointments are canceled through 10/31. TBD on how to deal with staff payment based on the insurance policy as some people are still working and others are not. Mary will talk to ServePro to ensure that there is no chance of mold in the carpet under the stacks. The landlord hired the sprinkler company, so if we want the sprinkler company to test the other pipe connections then the landlord must be informed

**Adjournment 8:04**

Motion to approve: Lucy  
Second: Keith  
Passed unanimously

**Next meeting:** November 10, 2022