

LaGrange Association Library
Board of Trustees Meeting
Thursday November 10, 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: 7:00

Public Comment - None

Correspondence - Thank you card from Dept. of Parks & Rec for participating in the Fall Festival;
Letter from Mr. Paul Secor on support/thank you after the flood.

Consent Agenda

I.Action Item: Be it resolved that the Board approve and acknowledge the following items as the Consent Agenda:

- Meeting Minutes for October 13, 2022
- Director's Report
- October Financial Reports with the following operating budget adjustments:
 - increase Hoopla by \$111.76; decrease music cds by \$111.76
 - increase fundraising expenses - printing by \$246.83; decrease fundraising expenses - other misc. expenses by \$246.83
 - increase library application software by \$51.45; decrease office and library supplies by \$51.45
 - increase marketing by \$116.84; decrease office and library supplies by \$116.84
 - increase passport application postage by \$150; decrease library postage by \$150

Motion to approve: Lucy
Second: Suzanne
Passed unanimously

Capital Campaign/Fundraising (Melanie) - The book bundles were very popular at the Fall Festival. We've received quite a few donations and the library staff is gearing up for Giving Tuesday. Anne suggests a matching donation campaign; she's done this with the United Way with success as a way to get more people to donate. We will try to put this into effect for the Giving Tuesday email.

Motion to approve changing the Giving Tuesday campaign to say that generous anonymous donors are willing to match up to \$20,000 for donations received by Dec. 20th, 2022: Melanie
Second: Lucy
Passed unanimously

Board Development/Nominating (Suzanne): Mimi's term is up in December and she will be leaving the board. Suzanne is open to becoming board President and will be voted on at the December meeting. This means someone else will need to take on the Secretary role starting in January. Board members are encouraged to consider if they would be willing to take this on.

Kristen Savath is still interested in being a community member of the Building Committee and will attend the next meeting for that to be voted on.

Other possible board members were discussed. Suzanne and Melanie will reach out to a couple of people they know.

Anne suggests using the thank you letters to include a note about seeing if donors would like to be further involved by becoming a trustee.

Anne will ask if any of the Friends would be interested. Mary will ask the staff if they can recommend any patrons.

Building (Keith): We do have a \$400 deductible but otherwise insurance will cover the majority of the expenses. Kudos to Mary for her handling of the whole situation.

Bylaws/Policy (Lucy) - Nothing to report

Finance (Dan):

The committee met yesterday and discussed a plan around when to move forward with the next phase of construction. Mary will reach out to the architect and discuss timing based on the availability of the construction grant. Until the timing of construction is decided we will leave the Vanguard funds where they are.

Fixed Asset Policy was reviewed and will be reviewed by the accountant as well. If approved it will be forwarded to the policy committee.

Electronic bill payments will be reviewed by Sherri to get her opinion on whether it is a good path. See Full committee notes for further details.

I. Action Item: Be it resolved that the Board adopt the Library budget in the amount of \$892,496 for the 2023 fiscal year.

Tabled until Dec. board meeting as it is yet to be approved by the Town Board

Friends (Anne) - Friends met and put the storage closet and BookNook back together.

Long Range Planning (Keith) - Keith met with Mary to become familiar with the library's electronic resources. Keith will plan a meeting to review/finalize the Long Range Plan.

Personnel (Suzanne) - reviewed the steps to conduct the Director's Annual review.

Old Business: none

New Business

2023 holiday closing changes: New Year's Day (flex day for Sunday, January 1), Thanksgiving Eve (close all day), Christmas Eve (flex day for Sunday, December 24) New Year's Eve (flex day for Sunday, December 31)

I. Action Item: Be it resolved that the Board approve the following 2023 library holiday closings:

Memorial Day - Monday, May 29

Independence Day – Tuesday, July 4

Labor Day – Monday, September 4

Thanksgiving Eve – Wednesday, November 22

Thanksgiving Day – Thursday, November 23

Christmas Day – Monday, December 25

Add: Christmas Eve celebrated on Saturday December 23rd

Add: Monday January 2nd in celebration on New Year's Day

Motion to approve: Lucy

Second: Dan

Passed unanimously

It is recommended that we amend the policy to have 8 paid holidays every year.

Adjourned: 8:14

Motion to approve: Melanie

Second: Keith

Passed unanimously

Next meeting: December 8, 2022

Town Board Meetings – 1st & 3rd Wednesdays of the month:

November 2 & 16

December 7 & 21