

LaGrange Association Library
Board of Trustees Meeting
Thursday December 8, 2022 @7 PM

MINUTES

Attendees: Mary De Bellis, Anne Lescher, Suzanne Davis, Lucy Johnson, Ann Commisso, Keith LaRose

Not Present: Melanie Wargo, Dan Jacob, Mimi Heslin

Guests: Kristen Savath, Devon Bryan

Call to Order 7:01 by VP Anne Lescher

Public Comment: none

Correspondence: none

Consent Agenda

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

- Meeting Minutes for November 10, 2022
- Director's Report
- November Financial Reports with the following operating budget adjustments:
 - Increase audiobooks by \$1000; decrease DVDs by \$1000
 - Increase e-books by \$2500; decrease furniture by \$1500; decrease shelving by \$1000
 - Increase Hoopla by \$1000; decrease adult nonfiction books by \$1000
 - Increase fundraising postage expense by \$36; decrease fundraising office supplies by \$36
 - Increase equipment maintenance & repair by \$600; decrease liability insurance by \$600
 - Increase library application software by \$2000; decrease office & library supplies by \$2000
 - Increase electric by \$5000; decrease employer FICA by \$5000
 - Motion to approve: Lucy
 - Second: Suzanne
 - Passed unanimously

Capital Campaign/Fundraising (Melanie)- Anne shared that the holiday raffle basket is now at the library and the drawing will be the evening of 12/21.

Board Development/Nominating (Suzanne)

I.Action Item: Approval of 2023 slate of officers

- a. Mimi Heslin is leaving the board as her term is up; Suzanne Davis to be approved as new President
- b. Anne Lescher to remain as VP, Dan Jacobs to remain as Treasurer
- c. Ann Commisso to be approved as Secretary, to replace Suzanne
 - Motion to approve: Keith

- Second: Lucy
- Passed unanimously

II. Action Item: Approval of Kristen Savath as community member of the building committee

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

Building (Keith): Heating - Keith and Mary met with the landlord and the heating company today. The roof unit for the Children's room does not seem to be generating heat. The heating company will come back tomorrow to go on the roof and investigate. The thermostats may not be communicating with the sensors. The thermostats were installed by Barrone so we will need to see how this gets resolved. The electric panel closet ceilings in the offices also need to be sealed to avoid drafts coming in. Barrone will be called to fix the panels. The Building committee will meet to discuss restitution for the electricity we've had to use for the space heaters as well as for the month that we were closed.

Bylaws/Policy (Lucy)

I. Action Item: Be it resolved that the Board approve 9 holiday closures each year effective January 1, 2023. The holiday closure dates for 2023 are:

New Year's Day – Monday, January 2
 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 Eve – Saturday, December 23
 Christmas Day – Monday, December 25
 New Year's Eve – Saturday, December 30

- Motion to approve: Suzanne
- Second: Ann
- Passed unanimously

II. Action Item: Be it resolved that the Board approve the revised Inclement Weather/Holidays Policy to specify 9 holiday closings each year effective January 1, 2023.

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

III. Action Item: Be it resolved that the Board approve the revised Personnel Policy Manual to specify 9 paid holidays for staff each year effective January 1, 2023.

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

IV. **Action Item:** Be it resolved that the Board approve the new Fixed Asset/Inventory Policy.

- Motion to approve: Suzanne
- Second: Ann
- Passed unanimously

Finance (Dan) Suzanne represents for Finance

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

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

Friends (Anne) - Thank you for the volunteers luncheon last week. The Friends are considering a Valentine's day raffle basket.

Long Range Planning (Keith): The committee met and reviewed the community survey. There is not much consensus found. Mary will put up a sign that there are more books in the back as some patrons are unaware of that fact. The committee suggested moving one of the story times (possibly to the weekend) to give more access to the community. Mary will look at rebalancing the ebooks and physical book budgets.

Old Business - none

New Business - none

Personnel (Suzanne)

- Executive Session: Director's performance review discussion
 - Motion to go into executive session at 7:35 pm: Lucy
 - Second: Keith
 - Passed unanimously

Motion to end executive session at 7:48 pm: Lucy

- Second: Keith
- Passed unanimously

Adjournment: 7:48

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

Next meeting: January 12, 2023

Respectfully submitted by Suzanne Davis, Secretary