

LaGrange Association Library  
Board of Trustees Meeting  
Thursday February 9, 2023 @7 PM

**MINUTES**

**Attendees:** Mary De Bellis, Suzanne Davis, Anne Lescher, Dan Jacobs, Ann Commisso, Lucy Johnson, Devon Bryan

**Absent:** Keith LaRose, Melanie Wargo

**Guests:** None

**Call to order:** 7:02PM

**Public Comment:** None

**Correspondence:** None

**Consent Agenda**

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

- Meeting Minutes for January 12, 2023
- Director's Report
- January Financial Reports

**Discussion:** Reviewing financial reports.

- We continue to wait for a decision from the insurance company on reimbursement for the rent paid while the library was closed due to the flood.
- Collection agency fees to be discussed further with the finance committee.
- Reviewed electrician bill. We will check into other companies for a fee comparison.

Motioned: Anne L.

Second: Dan

Passed Unanimously

Congratulations to Mary on her new position as Chair of the Dutchess Directors Association.

**Capital Campaign/Fundraising (Melanie)**

- Donor Reception 3/26

Anne is going to make a list of Friends donors to be invited. Trustee assistance/volunteer list to be created and posted on the Drive to help facilitate this event.

- Spring Fling Basket

Anne showed a beautiful basket for Spring Fling. She will also ask Adams for a donation gift certificate. Liquor stores to be approached for wine donation. Devon offered to visit Arlington wine store. Different ideas for the basket contents were discussed—teas/honey. Donations from the board members should be brought to the library front desk by February 23rd. The basket is planned to be put on display March 1.

#### **Board Development/Nominating** (Suzanne)

- Committee Members & Chairs

The updated list is in drive.

We are in need of new Trustees. The last potential trustee who attended will not be able to join due to work commitments.

#### **Building** (Keith)

Mary reports that there is a 20 week wait for a part for the heating unit. So far, due to a mild winter the heating issue has been manageable.

#### **Bylaws/Policy** (Lucy)

- **Action Item:** Be it resolved that the Board approve the revised Bylaws stipulating the mandated trustee training.

Vote postponed until next month. We need to see if links are available for NY providers.

- **Action Item:** Be it resolved that the Board approve the revised Borrowing Policy for the elimination of charging overdue fines to patrons.

Vote postponed until next month.

- **Action Item:** Be it resolved that the Board approve the Photography, Recording, and Filming Policy.

Motion to approve: Ann C.

Second: Suzanne

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the Photo Release Consent Form with the new Library logo.

Motion to approve Anne L.

Second: Devon

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the Early Literacy Tablets Policy

Vote postponed until next month.

#### **Finance** (Dan)

No updates.

#### **Friends** (Anne)

No updates.

#### **Long Range Planning** (Keith)

- **Action item:** Be it resolved that the Board approve the new Long Range Plan for 2023-2025

Motion to approve: Lucy

Second: Dan

Passed unanimously

**Personnel (Suzanne)**

Nothing to report

**Old Business**

None

**New Business**

- Donor management software (Dan)

We currently track donors through a spreadsheet. Dan spoke about the two software programs (Little Green Light and Eleo) that he has been exploring. There are pros and cons to both programs. The software is user friendly and is a more professional way of tracking donors than our current spreadsheet method. Little Green Light is \$500 per year. Pleasant Valley uses this system. Dan will continue to investigate the best option as the Board is supportive of moving to using a software system.

**Adjournment: 8:30 PM**

Motion to approve: Dan

Second: Devon

Passed unanimously.

Respectfully submitted,

Ann Commisso, Secretary

**Next meeting:** March 9, 2023