

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

MINUTES

Attendees: Mary De Bellis, Suzanne Davis, Anne Lescher, Ann Commisso, Dr. Lucy Johnson, Melanie Wargo, Devon Bryan

Absent: Dan Jacobs, Keith LaRose

Guests: Anita Karlsson-Dion

Call to Order: 7:03PM by President Suzanne Davis

Public Comment: The board welcomed Ms Karlsson-Dion to the meeting. She is considering applying to be a trustee. She spoke about her background and desire to become a trustee.

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 February 9, 2023
 - Director's Report
 - February Financial Reports with the following adjustment to the operating budget: increase Employee Assistance Program (EAP) by \$24; decrease Workers Compensation Insurance by \$24
 - Motion to Approve: Lucy Johnson
 - Second: Devon Bryan
 - Passed unanimously

Capital Campaign/Fundraising (Melanie)

- Donor Reception 3/26/23: This will be a reception for our \$100+ donors. The board president will make a welcome speech and Melanie reviewed the agenda for the day. The Lions organization will present a \$5,000 check to buy furniture for the children's library.
- Spring Fling Basket: The completed basket is now in the library on display. The raffle for the basket will be \$1 per ticket or \$5 for 6 tickets. The winning name will be drawn on April 17 2023.

Melanie also spoke about our need to be more visible in the public, by providing a standard letter and receipt that we can present to businesses from whom we are seeking donations. We are community partners.

April 23- 29, 2023 is National Library Week. The theme is "There's More to the Story." Mary will create the funding appeal flyer to be mailed out to our donors; Dan will create the mailing labels.

Board Development/Nominating (Anne): A prospective trustee is present at this meeting.

Building (Keith): We are waiting on updates from the insurance company on the lost passport revenue and mileage reimbursement for staff.

Bylaws/Policy (Lucy)

- **Action Item:** Be it resolved that the Board approve the revised Bylaws stipulating the mandated trustee training.
 - Motion to Approve: Anne Lecher
 - Second : Suzanne Davis
 - Passed unanimously

- **Action Item:** Be it resolved that the Board approve the revised Borrowing Policy for the elimination of charging overdues fines to patrons.
 - Motion to approve: Melanie Wargo
 - Second: Anne Lescher
 - Passed unanimously

- **Action Item:** Be it resolved that the Board approve the Early Literacy Tablets Policy for inhouse use.
 - Motion to approve: Melanie Wargo
 - Second: Devon Bryan
 - Passed unanimously

Finance (Dan-absent): Suzanne relayed that the Committee met this week and discussed putting a fund balance of two months of operating expenses into a CD. Type of CD to be determined.

Friends (Anne): The books in theBookNook have been alphabetized.

Long Range Planning (Keith-absent): No report.

Personnel (Devon): No report.

Old Business: The Karate class resulted in 2 people signing up (\$100 donated to the Library's capital campaign by Karate 4 Excellence). The bullying prevention program resulted in zero sign up. Both programs are no longer being offered due to lack of interest.

New Business

- **Action Item:** Be it resolved that the Board approve the Library's 2022 NYS Annual Report.
 - Discussion: NYS Annual Report is a state requirement and the MHLS found our Library Director's to be quite thorough.
 - Motion to approve: Lucy Johnson
 - Second: Devon Bryan
 - Passed unanimously

- **Action Item:** Be it resolved that the Board approve the revised budget-to-actual operating report for December 2022 with the following adjustments from the CPA:

- Addition of a Vanguard Foreign Taxes Withholding line of \$44.53 under Miscellaneous Expenses
- Increase Employer FICA by \$97.17
- Decrease Accounting Fees by \$141.70
- Addition of an Architect Expense line of \$6,370.75 under Miscellaneous Expenses (LPC grant)
- Increase Office & Library Supplies by \$2,984.77 (LPC grant)
- Increase the Capital Expenditures as follows:
 - Equipment - \$27,160 (LPC grant)
 - Furniture - \$10,888.47 (LPC grant)
 - Shelving - \$2,596 (LPC grant)

Motion to Approve: Melanie Wargo

Second: Lucy Johnson

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the revised Balance Sheet for December 2022 with the CPA's adjustments for accumulated depreciation and fixed assets.
 - Motion to Approve: Lucy Johnson
 - Second: Devon Bryan
 - Passed unanimously

Adjournment : 7:37PM

Motion to approve: Lucy Johnson

Second: Melanie Wargo

Passed unanimously

Respectfully submitted by:
Ann Commisso, Secretary

Next meeting: April 13, 2023