

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

MINUTES

Attendees: Mary De Bellis, Suzanne Davis, Anne Lescher, Dan Jacobs, Ann Commisso, Susan Birchman, Ginnie Genovese, Dr. Lucy Johnson, Melanie Wargo

Absent: Devon Bryan, Keith LaRose

Guests: Jack Jones (awaiting Board approval for Trustee position)

Call to Order: 7:00 PM by Board President Suzanne Davis

Public Comment: None

Correspondence: None

Consent Agenda

- **Action Item:** Be it resolved that the Board acknowledge and approve the following items as the Consent Agenda:
 - Meeting Minutes for October 12, 2023
 - Director's Report
 - October Financial Reports with the following adjustments to the operating budget expenses:
 - Increase e-books by \$3600; decrease audiobooks by \$3600
 - Increase Hoopla by \$1000; decrease adult nonfiction books by \$1000
 - Increase Kanopy by \$300; decrease junior nonfiction books by \$300
 - Increase Dollar General Literacy by \$5.74; decrease children's library programs by \$5.74
 - Increase fundraising postage by \$129.50; decrease library postage by \$129.50
 - Increase library application software by \$2000; decrease office & library supplies by \$2000
 - Increase passport application postage by \$500; decrease staff education by \$500
 - Increase Square merchant card fees by \$150; decrease travel by \$150
 - Increase unemployment by \$2204; decrease electric by \$2204

Moved: Lucy Johnson

Seconded: Anne Lescher

Discussion: Dan asked if the budget lines were going to be adjusted for 2024. Mary replied that they would be adjusted. We are still waiting for the 2024 budget approval from the Town.

Approved: Unanimously.

Capital Campaign/Fundraising (Melanie)

Melanie read the Fundraising Committee report. We are getting a good return on our BookNook donations. The Christmas raffle cart will soon be displayed in the library. We now have 135 donations resulting in almost \$37,000.

Board Development/Nominating (Anne)

- **Action Item:** Be it resolved that the Board appoint Jack Jones as a Library Trustee effective immediately.

Discussion: Anne reports that Jack had wonderful references.

Moved: Lucy Johnson

Seconded: Melanie Wargo

Approved unanimously

- Anne Lescher's departure from the Board

The Board thanked Anne for all her work, she replied, "It's been a pleasure." She will continue to work as a library volunteer on Fridays.

- Vacancies for Vice President and Chair of the Board Development Committee

Suzanne has spoken to Devon and he is interested in the position for Vice President. He's absent tonight. We will revisit this in the next Board meeting.

Ginnie might be interested in being Chair of the Board Development Committee. She will speak to Anne about what the position entails before making a decision. Suzanne's goal is to reduce the amount of Trustee Committee assignments as our numbers have increased.

Building (Keith, absent)

The Committee met this Monday (November 6) with the Architect, Meghan Brennan.

The Board's decision to use Barone Construction was well received— Meghan finds no problem "not to go" with the recommendation.

Bylaws/Policy (Lucy)

Nothing to report.

Mary spoke to Rebekkah about our Bylaws which were initially based on "members" being residents of LaGrange and *qualified voters*. This stipulation was from the original establishment of the library and is now outdated, so we can remove this section. Revisions will be put on the agenda for next month.

Finance (Dan)

- **Action Item:** Be it resolved that the Board approve the audit of the Library's 2022 financials conducted by the firm of Frank Malara, CPA.

Moved: Lucy Johnson

Seconded: Susan Birchman

Discussion: This audit is good for three years.

Approved unanimously

- **Action Item:** Be it resolved that the Board accept the bid from Barone Construction in the amount of \$220,000 for renovation and expansion of the Children's Room.

Moved: Lucy Johnson

Second: Dan Jacobs

Discussion: The Contract has to be drawn up and signed; so, Phase 2 will probably start in January 2024 at a date to be determined. Jack asked about the work of Phase 2. Mary explained that it would create a new Toddler Play Area, a Staff Office, a dedicated children's program room, and space for more shelving of all the Children's books. Hopefully, completion for Phase 2 would be in June 2024.

Phase 3 approximate cost is \$200,000 plus. It would involve moving all books out of the stacks in the west side space and would require storage of them until the renovation is complete.

We have transferred all stocks and bonds to the Money Market, so that the funds remain liquid and ready to pay for the renovation. Anne remarked that most Money Markets don't allow for multiple monthly withdrawals. Dan explained that the brokerage firm holds the Money Market Funds and that he will check for monthly restrictions on these withdrawals.

Approved unanimously.

Long Range Planning (Keith, absent)

Nothing to report

Personnel (Devon, absent)

Mary Wickham will be retiring in December. Mary De Bellis reports that a farewell reception is scheduled for November 28 from 2PM to 5PM. A social media and email blast will be sent to announce this event. Afterwards, an email blast will be sent out to introduce Jessica Wiede as the new Youth Services Coordinator. She has already taken over the Story Time programs and has been well received.

Old Business: None

New Business

- **Action Item:** Be it resolved that the Board approve the following 2024 library holiday closings:

New Year's Day - Monday 1/1

Memorial Day - Monday 5/27

Independence Day – Thursday 7/4

Labor Day – Monday 9/2

Thanksgiving Eve – Wednesday 11/27

Thanksgiving Day – Thursday 11/28

Christmas Eve – Tuesday 12/24

Christmas Day - Wednesday 12/25

New Year's Eve - Tuesday 12/31

Moved: Lucy Johnson

Seconded: Dan Jacobs

Discussion: January 2024, Friday opening hours will change to 9:30 AM.

Approved unanimously

- Library holiday book sale event

Mary De Bellis, Roseann, Lisa, and library volunteers will be coordinating this event on December 8th and 9th. It will take place in the Community Room. Cash and Credit Cards will be accepted. There will be book bundles. Mary will let the Board know if she needs more tables for the event. Dan asked about signage for the suggested price. It'll probably be "Suggested Donation".

Anne will be volunteering at the Locust Grove Book Sale held by Boardman Road Library. She may be able to share some garnered ideas that would help with our book event.

Suzanne had an introductory call with Amy Watkins (president of the Union Vale Library) on 11/8. The library is open in the senior center but hopes to move to a larger permanent space. They have hired a library director and are expanding activities. However, further progress may be in jeopardy based on the outcome of the recent election.

Adjournment: 8:03PM

Moved: Melanie Wargo

Seconded: Dan Jacobs

Passed unanimously

Respectfully submitted,

Ann Commisso, Secretary

Next meeting: December 14, 2023