

LaGrange Association Library
Board of Trustees Annual Meeting
Thursday December 14, 2023 @7 PM

MINUTES

Attendees: Mary De Bellis, Suzanne Davis, Dan Jacobs, Devon Bryan, Susan Birchman, Ginnie Genovese, Dr. Lucy Johnson, Melanie Wargo, Keith LaRose, Jack Jones

Absent: Ann Commisso

Call to Order: 7:04 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 November 15, 2023
 - Director's Report
 - November Financial Reports with the following adjustments to the operating budget expenses:
 - Increase e-books expense by \$1500; decrease junior fiction expense by \$500; decrease capital expense-equipment by \$1000
 - Receipt of the *Love Your Library Fund* grant of \$105.61 increasing the 2023 budget by the same amount
 - Increase fundraising postage expense by \$26.40; decrease fundraising printing expense by \$26.40
 - Increase adult programming expense by \$58.30; decrease bank fees by \$58.30
 - Increase equipment maintenance & repair by \$246.23; decrease marketing expense by \$246.23
 - Increase internet expense by \$200; increase other misc. expenses by \$200; decrease employer FICA expense by \$400

Moved: Lucy

Seconded: Devon

Approved unanimously

Capital Campaign/Fundraising (Melanie)

Donations are doing well and the total thus far is just under last year's numbers.

Board Development/Nominating (Vacant)

- **Action Item:** Appointment of 2024 officers: President: Suzanne Davis; Vice President: Devon Bryan; Treasurer: Dan Jacobs

Discussion: Ann is absent, so her appointment will be voted on next month.

Moved: Lucy

Seconded: Keith

Approved unanimously

- **Action Item:** Selection and approval of the number of 2024 trustee positions

Moved: Lucy Johnson

Seconded: Devon Bryan

Discussion: Current number of trustees set at 10. It can be changed mid-year as needed.

Approved unanimously

- **Action Item:** Selection and approval of Board Committees, members, and Chairs.

Moved: Susan

Seconded: Melanie

Discussion: The new list was passed around.

Approved unanimously

Building (Keith)

Phase 2 Reno Update: Construction contract signed. Walk throughs have taken place. Start and end date will be finalized soon. Patron accessibility will also be discussed in upcoming meetings with contractor. Still waiting on permit.

ByLaws/Policy (Lucy)

- **Action Item:** Be it resolved that the Board approve the revised ByLaws.

Moved: Suzanne

Seconded: Devon

Approved unanimously

- **Action Item:** Be it resolved that the Board approve the revised Sexual Harassment Prevention Policy and approve the current Complaint Form

Moved: Melanie

Seconded: Suzanne

Discussion: The complaint form is located in the Employee Policy Manual and all employees are aware of the location. If a non-employee has a complaint, they can get the form from NY.gov.

Approved unanimously

- **Action Item:** Be it resolved that the Board approve the revised Volunteers Policy with a wording clarification.

Moved: Suzanne

Seconded: Melanie

Discussion: If a volunteer is injured, or causes injury, due to an accident in which the library is not negligent, will the library be held responsible? No, but an incident report would have to be filed at the Library

Approved unanimously

- **Action Item:** Be it resolved that the Board approve the revised Hours of Operation Policy changing the hours of the Library on Fridays from 2pm to 8pm to 9:30am to 8:00pm, effective January 5, 2024.

Moved: Suzanne

Seconded: Dan

Approved unanimously

Finance (Dan)

Committee will meet the first week of January to review the year end financials.

- **Action Item:** Be it resolved that the Board approve the 2024 library budget

Moved: Lucy

Seconded: Devon

Approved unanimously

Long Range Planning (Keith)

No report

Personnel (Devon)

Forms for the Director's annual performance review were sent to everyone and need to be returned to the committee by the end of the week.

Old Business - none

New Business

- **Action Item:** Be it resolved that the Board approve the following Board meeting dates for 2024 on the second Thursday of each month:

January 11

February 8

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12

Moved: Lucy

Seconded: Devon

Approved unanimously

- **Action Item:** Selection and approval of the 2024 Annual Meeting Date of December 12

Moved: Lucy
Seconded: Devon
Approved unanimously

- **Action Item:** Selection and approval of the designated newspaper for notification of the 2024 Annual Meeting date.

Moved: Lucy
Seconded: Devon
Discussion: Both local newspapers were chosen:
Northern Dutchess News and Southern Dutchess News
Approved unanimously

Union Vale update:

The incoming Union Vale Supervisor is not in favor of building a new Library for the town. He has approached MHLS to reopen negotiations for a library services contract in order to lift the restrictions on their residents. The 4 library Boards involved have been asked to consider the terms of a new contract. After discussion, the terms LaGrange would prefer were agreed upon. Mary will notify MHLS and the 3 other libraries. A meeting between the four Library Board Presidents and MHLS may have to take place.

Adjournment

Moved: Lucy
Seconded: Devon
Unanimously approved
7:49 PM

Respectfully submitted,
Ginnie Genovese (for Ann Commisso)

Next Meeting: January 11, 2024