

LaGrange Association Library
Board of Trustees Annual Meeting
Thursday January 11, 2024 @7 PM

MINUTES

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

Absent: President Suzanne Davis

Guests: None

Call to Order: 7:01 by Devon Bryan

Public Comment: None

Correspondence: Mary shared with the Board a Thank You card from the Library staff for the Holiday luncheon that was provided to them.

Mary received a written complaint from a patron regarding the lack of disabled parking spaces in front of the Library. As per the Patron Complaint Policy, the Director must respond to the patron within 14 days.

Consent Agenda

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

- Meeting Minutes for December 14, 2023
- Director's Report
- December Financial Reports with the following adjustments to the operating budget:

Expenses:

- Increase easy picture books and decrease junior fiction books by \$205.45
- Increase fundraising postage and decrease library postage by \$13.20
- Increase children's programs and decrease memberships/dues/subscriptions by \$59.20
- Increase equipment maintenance/repair and decrease computer maintenance/repair by \$406.33
- Increase legal fees and decrease library application software by \$135.00
- Increase other misc. and decrease office/library supplies by \$52.49
- Decrease electric by \$3312.76
- Increase burglary damage by \$441.70 and decrease cash theft loss by \$441.70

Income:

- Decrease bank interest by \$12.76; credit card rewards by \$200; employee retention credit by \$3000; photocopying fees by \$100 (total = \$3312.76)

- Increase insurance reimb.- burglary by \$441.70

Motion to Approve: Lucy Johnson

Second: Devon Bryant

Passed unanimously

Capital Campaign/Fundraising (Melanie)

Melanie spoke about the community coming together to raise funds for the Library. She handed out a form letter which Board members can bring to local businesses asking for donations to include in our raffle baskets throughout the year. Another idea for fundraising, would involve the local Church and Arlington High School Band—there would be food and music. Susan knows the Music Director at AHS which would be helpful in scheduling the event. We could also get reasonable rates to hold it at the local Church. This is an event that will be explored for a 2025 Gala Bash for the Library.

Board Development/Nominating (Ginnie)

- **Action Item:** Appointment of Ann Comisso as Board Secretary for 2024

Motion to Approve: Lucy Johnson

Second: Keith LaRose

Passed unanimously

- Replacements for Lucy's position as Chair of the Bylaws/Policies Committee and her seat on the Building Committee.

This is Lucy's last meeting with the Board. She will be missed. Board members will think about taking on the vacant positions.

Building (Keith)

We need to meet with the building owner, Dan Rieger, about additional disabled parking spaces in front of the Library as per the aforementioned patron complaint. We hope to resolve this issue with the owner. The next step would involve the patron submitting a complaint to the ADA.

Keith announced that he will be leaving the Board at some point this year, due to a move out of the area.

Bylaws/Policy (Lucy)

Nothing to report

Finance (Dan)

The Committee met this week. Dan read the financial report.

Long Range Planning (Keith)

Nothing to report until next year.

Personnel (Devon)

A motion was made by Keith, seconded by Lucy and approved unanimously at 7:35 pm to go into Executive Session to discuss Library Director's annual performance review. A motion was

made by Keith, seconded by Lucy and approved unanimously to end Executive Session at 7:39 pm.

Old Business: None

New Business: None

Adjournment: 7:40 PM

Motion to approve: Lucy

Second: Dan

Approved unanimously

Next meeting: February 8, 2024

Respectfully submitted by Ann Commisso, Secretary