

LaGrange Association Library  
Board of Trustees Meeting  
Thursday May 9, 2024 @7 PM

**MINUTES**

**Attendees :** Mary De Bellis, President Suzanne Davis, Vice President Devon Bryan, Dan Jacobs, Ann Commisso, Susan Birchman, Ginnie Genovese, Jack Jones, Melanie Wargo

**Absent:** Keith LaRose

**Call to Order:** 7:00 PM by Suzanne Davis

**Guests:** Maher Pathan and James Slater, who is interested in the position of Board Trustee.

**Public Comment:** Mr. Slater introduced himself and spoke of his desire to support the community and libraries through volunteering. The Board introduced themselves.

**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 April 11, 2024
  - Director's Report
  - April Financial Reports

Motion to approve: Melanie Wargo

Second: Devon Bryan

Discussion: Quickbooks is now online, but the bill paying process remains unchanged.

Passed unanimously

**Capital Campaign/Fundraising** (Melanie): 49 separate donations were received. Susan sent 'Thank You' notes. The donation total is almost \$8,000.

Melanie and Suzanne need to meet with the Photographer about the Photo Shoot Campaign.

**Board Development/Nominating** (Ginnie)

- **Action Item:** Be it resolved that the Board of Trustees appoint Maher Pathan as a library trustee effective May 9, 2024.

Motion to approve: Ann Commisso

Second: Suzanne Davis

Passed unanimously

- Vacancy: Chair of the Bylaws/Policies Committee

We are in need of Board members to fill these vacancies. Suzanne will send out the current Committee assignments and vacancies for members to review and consider. This will be followed up next month.

- **Review of the Board Effectiveness Results (Board Self Review)**

Ginnie reviewed the results and there was a discussion about improvement in community outreach.

### **Building (Keith)**

Mary reported that the ceiling tiles in the community room were replaced and the new entry door has been installed.

### **Bylaws/Policy (Vacant)**

- **Action Item:** Be it resolved that the Board of Trustees approve the new Nepotism Policy.

Motion to approve: Devon Bryan

Second: Ginnie Genovese

After some discussion, the motion passed unanimously with revisions to the policy.

- **Action Item:** Be it resolved that the Board of Trustees approve the new Personnel File Access Policy.

Motion to approve: Dan Jacobs

Second: Devon Bryan

Passed unanimously

- **Action Item:** Be it resolved that the Board of Trustees approve the new Orientation of New Employees Policy.

Motion to approve: Devon Bryan

Second: Ginnie Genovese

Passed unanimously

### **Finance (Dan)**

- **Action Item:** Be it resolved that the Board of Trustees approve the 2023 IRS 990.

Motion to approve: Suzanne Davis

Second: Devon Bryan

Passed unanimously

The Committee will be meeting tonight after this Board meeting.

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

We need to plan a committee meeting.

### **Personnel (Devon)**

- **Action Item:** Be it resolved that the Board of Trustees:
  - appoint Annam Eltigani as a part-time Clerk/Passport Agent effective May 2, 2024 at a salary of \$15.45/hr

- appoint Samantha Moffett as a part-time Youth Programmer effective May 21, 2024 at a salary of \$20.00/hr
- Accept the resignation of Mia Idoni, part-time Clerk/Passport Agent, effective May 7, 2024

Motion to approve: Suzanne Davis

Second: Dan Jacobs

Passed unanimously

### **Old Business**

- Dutchess County Trustees Reception feedback

Devon Bryan and Ann Commisso attended the Reception. It was a good experience visiting another library and listening to the dynamic speakers from NYLA.

**New Business:** We need to plan a Grand Opening for the Childrens' Library. We are still waiting for the furniture and shelving. Once the space is ready we will need to have an estimated date for the opening. Invitees will include, but are not limited to: Town Board, key donors, Rebekkah Smith Aldrich, Sue Serino. We will need to give them enough notice. Mary will speak to other Librarians about ideas for this event i.e., banners, food etc.

June 8th is Community Day. It's usually a day focused on children, but we need to also appeal to adults. We could have a poster board display with items that would pertain to adults.

### **Adjournment: 8:24 PM**

Motion to approve: Dan Jacobs

Second: Ginnie Genovese

Passed unanimously

Respectfully submitted by

Ann Commisso, Secretary

**Next meeting:** June 13, 2024