

LaGrange Association Library
Board of Trustees Annual Meeting
Thursday July 11, 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, Maher Pathan, Melanie Wargo

Absent: Keith LaRose

Guests: None

Call to Order: 7:04 by Suzanne Davis

Public Comment: None

Correspondence: Mary received a card from the LaGrange Parks and Recreation Department thanking the Library for its participation in Community Day. She will share the card with the Trustees via email.

Consent Agenda

- **Action Item:** Be it resolved that the Board acknowledge and approve the following items as the Consent Agenda:
 - Meeting Minutes for May 9, 2024 (no meeting held in June)
 - Director's Report
 - July Financial Reports with the following budget adjustment:
 - Increase the Creativebug line by \$1.00
 - Decrease the CD line by \$1.00

Motion to approve: Melanie Wargo

Second: Devon Bryan

Passed unanimously

Capital Campaign/Fundraising (Melanie) Today, Mary and Melanie met with the Photographer, Lori Adams, about the indoor Photo Shoot Campaign. The proposed date is Saturday September 14th. The sessions will be 20 minutes per sitting from 10 AM to 3 PM. The sitting fee will be \$150 and Laurie will donate \$75 to the library. The families will receive 3 to 4 professional digital images, which they will access by signing into her website. Laurie wants to do a promo shoot of 2 to 3 families. She'll advertise on her site and we will advertise on social media. The promo shoot for this campaign is tentatively Friday July 19th. This is a fundraiser for the Capital Campaign's next expansion project.

Trustees could help on a rotating schedule the day of the Campaign, or possibly a Teenage volunteer. Mary will speak to the volunteer coordinator, Roseann.

Invitations for the Grand Opening of the Children's room on August 3rd will be mailed tomorrow.

Board Development/Nominating (Ginnie)

James Slater decided to not join the Board. Ginnie continues to reach out to people. Devon will be the Chair of Bylaws/Policy. Ann will Chair the Long Range Planning as Keith will be leaving the Board. Jack will Chair Building and Facility. Maher will join Long Range planning and Building/Facility Committee

Building (Keith)

Mary reports that the lobby outside the Library was painted. The hot water heater has been replaced. Progress is being made making the main lobby door handicap accessible; part of the mechanism is in place. The air conditioner blower motor stopped working for a few offices in the library; it'll take 2 to 3 days for replacement.

Bylaws/Policy (Vacant)

- **Action Item:** Be it resolved that the Board of Trustees approve the revised Fees For Service Policy to reflect the current fees for photocopying and printing.

Motion to approve: Ginnie

Second: Susan

Passed unanimously.

- **Action Item:** Be it resolved that the Board of Trustees approve the revised Tutoring Policy, clarifying meeting rooms used by tutors and students.

Motion to approve: Melanie

Second: Suzanne

Passed unanimously

- **Action Item:** Be it resolved that the Board of Trustees approve the revised Library Cards Policy, clarifying services available with a LaGrange Library card.

Motion to approve: Susan

Second: Maher

Passed unanimously

Suzanne attended the MHLS presentation on library sustainability and would like the Policy Committee to meet and discuss such a policy for this library. A date will be organized after this meeting.

Finance (Dan)

- Library CD Account Update

The Tompkins CD matured and did very well. We will be transferring the funds to HVCU because they have better interest rates.

The Committee will be meeting in the next month or two.

Long Range Planning (Keith)

Nothing to report

Personnel (Devon)

- **Action Item:** Be it resolved that the Board of Trustees appoint Kyoko Namba as a part-time Clerk/Passport Agent effective May 29, 2024 at a salary of \$15.45/hr.

Motion to approve: Suzanne

Second: Dan

Passed unanimously

Old Business

- MHLS Board of Trustees - Dutchess County Seat

Mary attended the DCLA meeting today. Mark Williams (a current Stanford Library Trustee) was nominated for the position. He will be officially voted in this October.

New Business:

Suzanne reminded Trustees to complete the 2 hour annual education.

The Pampered Chef Fundraiser continues.

We are considering the 414 vote. Mary has spoken to Rebekkah and we will be inviting her to our board meeting (maybe September's meeting) to discuss whether this is something we want to pursue.

Adjournment: 8:01 PM

Motion to approve: Jack

Second: Devon

Passed unanimously

Respectfully submitted by,

Ann Commisso, Secretary

Next meeting: August 8, 2024