

LaGrange Association Library
Board of Trustees Meeting
Thursday February 13, 2025 @7 PM

MINUTES

Attendees: Mary De Bellis, President Suzanne Davis, Susan Birchman, Julie Colacchio, Ann Commisso, Dan Jacobs, Jack Jones

Absent: Devon Bryan, Ginnie Genovese, Maher Pathan, Melanie Wargo

Call to Order: 7:04 PM by 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 January 9, 2025
 - Director's Report
 - January Financial Reports with the following operating budget adjustments:
 - Eliminate music CDs expense line of \$99 and transfer the \$99 to children's programs
 - Increase the disability insurance by \$51.54; Decrease book processing by \$51.54
 - Acceptance of the Community Foundations of the Hudson Valley grant in the amount of \$1600 and an increase to the 2025 budget by the same amount

Motion to approve: Dan Jacobs

Second: Susan Birchman

Passed unanimously

Capital Campaign/Fundraising (Melanie)

- Stringendo concert fundraiser at St. Kateri Church
- Susan has been in contact with Johnathan Handman, the director of Stringendo. He is willing to perform a concert at St. Kateri as a fundraiser for the Library. His available dates are March 29th or April 5th. It would take place in the Church's community room which holds approximately 100 people. As this event does not benefit the Church, the Priest must have clearance from the Archdiocese to hold the event. Susan will let us know when she receives an answer, hopefully in the next few days. We'll charge \$25 per adult and

\$10 for children 12 and under. We need to consider how to promote the concert. Susan had a positive response from Vassar, FDR/Valkill and Marist regarding the speaker series. Suzanne to reach out to Dutchess Community College to see if they're interested in participating. Fundraising committee needs to meet to determine topics and further details.

- Jack suggested that we look to Corporate sponsors—we'll definitely consider this going forward.

Board Development/Nominating (Ginnie)

A potential Trustee was scheduled to attend this meeting but is absent.

Building (Jack)

Nothing to report

Bylaws/Policy (Devon)

- **Action Item:** Be it resolved that the Board approve the new Protests Policy.

Motion to approve: Julie Colacchio

Second: Susan Birchman

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the revised Museum Passes Policy.

Motion to approve: Jack Jones

Second: Dan Jacobs

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the current Conflict of Interest Policy & Form.

Motion to approve: Julie Colacchio

Second: Jack Jones

Passed unanimously

Finance (Dan)

The committee met last month and the financial information was reviewed. It would be interesting to see expense trends over time for the operating budget versus the actual budget for 2024. Mary will check with Sherri to see what possibilities might exist to track this.

There are no more Phase II expenses. We will start with a Phase III project tracking.

The capital fund increased in value by about \$15K due to investment gains in 2024.

The 2024 Budget surplus was discussed. Out of the \$77,669 budget surplus \$3,803 will be held in the HVCU money market until it can be transferred to the CDs and \$73,866 will be transferred to the capital campaign. The money will be distributed to the existing funds in the account in the same ratio as exists today.

It was decided that the money held in the CDs should be sufficient to handle any shifting of receipt of revenue if a 414 vote is held in 2026 for 2027.

A discussion was held about how much money the Board is willing to spend for Phase III of the project.

The next meeting will be scheduled when needed.

Long Range Planning (Ann)

The committee met last month. We approved the 2025 Community Survey. It will be sent out this week via Constant Contact. There will be printed copies available in the Library.

Personnel (Devon)

Nothing to report

Old Business

Nothing to report.

New Business

- **Action Item:** Be it resolved that the Board accept the completed 2024 NYS Annual Report.

Motion to approve: Jack Jones

Second: Julie Colacchio

Passed unanimously

- Annual Report mailing: We will mail the 4 page report to all LaGrange households. We need to build this into our budget in future years; it's an investment.
- Opioid overdose prevention procedure/policy (Mary): Mary received training on how to deliver Narcan at the Library. It's a public service and you are protected under the Good Samaritan Law. 911 is always to be called, in addition to administering Narcan. Staff members who are not comfortable with using Narcan are not required to do so. Mary will draft a policy for Board approval.
- Book donations (Mary): We are considering eliminating book donations. It takes a lot of staff time to organize the donations with many of them in unacceptable condition which then must be disposed of by the staff. The Architect walked through the Phase III area and there was no place for a book donation/storage/sale area after accounting for library space priorities. The BookNook revenue has been budgeted for this year, but it's definitely something that we have to consider for next year's budget, if we decide to remove the BookNook

Adjournment 8:14 PM by Suzanne Davis

Motion to approve: Jack Jones

Second: Susan Birchman

Approved unanimously

Respectfully submitted by

Ann Commisso, Secretary

Next meeting: March 13, 2025