

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

**MINUTES DRAFT**

**Attendees:** Mary De Bellis, President Suzanne Davis, Susan Birchman, Devon Bryan, Julie Colachio, Ann Commisso, Melanie Wargo

**Absent:** Ginnie Genovese, Dan Jacobs, Jack Jones, Maher Pathan

**Call to Order:** 6:59 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 February 13, 2025
  - Director's Report
  - February Financial Reports

Motion to approve: Melanie Wargo

Second: Susan Birchman

Passed unanimously

**Capital Campaign/Fundraising (Melanie)**

Susan spoke with Johnathan Handman, director of Stringendo and a Spring 2026 fundraiser for the Library is the goal.

No updates for the Guest Lecturer series at this time. We are still planning for a Fall 2025 presentation.

National Library Week appeal letters will be sent out to donors at the end of the month .

**Board Development/Nominating (Ginnie - absent)**

No report

**Building (Jack)**

The Architect has the preliminary plans for the phase 3 reno and needs to schedule a virtual meeting. She will send her available times to Mary.

Mary is researching Senator Gillibrand's Rural Economic Development Grant which will match 35% for 2026 capital project funding.

### **Bylaws/Policy (Devon)**

- **Action Item** – Be it resolved that the Board approve the new Opioid Overdose Prevention Program Policy.

Move to approve: Suzanne Davis. Second: Julie Colacchio. Passed unanimously

- **Action Item** – Be it resolved that the Board approve the revised Collection Development Policy.

Motion to approve: Ann Commisso. Second: Melanie Wargo. Passed unanimously

- **Action Item** – Be it resolved that the Board approve the revised Travel, Continuing Education, and Staff Development Policy.

Motion to approve: Suzanne Davis

Second: Devon Bryan

Discussion: There will be no forced rooming together.

Motion passed unanimously

- **Action Item** – Be it resolved that the Board approve the revised Employee Policy Manual to include staff time tracking.

Motion to approve: Susan Birchman. Second: Suzanne Davis.

Discussion: Regarding the “Resignations” section, library property liability to be added to the employee Keys/Equipment Acknowledgment form. If necessary, the amount of damage incurred will be deducted from the employee’s final paycheck, not to fall below minimum wage.

Passed unanimously

- **Action Item** – Be it resolved that the Board approve the re-adoption of the ALA Freedom to Read Statement.

Motion to approve: Julie Colacchio. Second: Suzanne Davis. Passed unanimously

- **Action Item** - Be it resolved that the Board approve the re-adoption of the ALA Freedom to View Statement.

Motion to approve: Melanie Wargo. Second: Devon Bryan. Passed unanimously

- **Action Item** – Be it resolved that the Board approve the review of the Copier/Copyright Policy.

Motion to approve: Susan Birchman. Second: Ann Commisso. Passed unanimously

- **Action Item** – Be it resolved that the board approve the review of the Confidentiality Policy

Motion to approve: Suzanne Davis. Second: Susan Birchman. Passed unanimously

- **Action Item** - Be it resolved that the Board approve the review of the Weeding Policy.

Motion to approve: Melanie Wargo. Second: Devon Bryan. Passed unanimously

### **Finance (Dan)**

The Committee did not meet this month.

### **Long Range Planning (Ann)**

The Community Survey responses are low. We’ll keep the survey open until April 15th 2025 and Mary will include it in the April newsletter.

**Personnel (Devon)**

Nothing to report

**Old Business**

None

**New Business**

- Be it resolved that the Board approve the 2024 Annual Report to the Community.

Motion to approve: Melanie Wargo

Second: Devon

Passed unanimously

**Adjournment:** 7:30PM by Suzanne Davis

Motion to approve: Julie Colacchio

Second: Devon Bryan

Respectfully submitted by

Ann Commisso, Secretary

**Next meeting:** April 10, 2025