

LaGrange Association Library  
Board of Trustees Meeting  
Thursday April 10, 2025 @7 PM

**MINUTES**

**Attendees:** Mary De Bellis, President Suzanne Davis, Susan Birchman, Devon Bryan, Ann Commisso, Ginnie Genovese, Jack Jones, Maher Pathan

**Absent:** Dan Jacobs, Julie Colacchio, Melanie Wargo

**Guest:** April Dawn Shinske

**Call to Order:** 7:01 by President Suzanne Davis

**Public Comment:** The Board welcomed Ms. Shinske to the meeting. She is interested in a position as a Board Trustee. She has previous Board experience and has a marketing background.

**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 March 13, 2025
  - Director's Report
  - March Financial Reports with the following budget adjustment:
    - Acceptance of the Stewart's Grant in the amount of \$650 and an increase to the 2025 budget by the same amount

Motion to approve: Devon Bryan

Second: Ginnie Genovese

Passed unanimously

**Capital Campaign/Fundraising** (Melanie - Absent)

- Susan relayed that the library has received 35 donations so far this year, totaling \$5235. 25 of these were a direct result of the National Library Week mailing. These numbers are expected to increase over the next couple of weeks as more NLW donations are received.  
Thank you to all who helped with the campaign mailings.

**Board Development/Nominating** (Ginnie)

Prospective Trustee April Dawn Shinske is present.

**Building (Jack)**

There was a Committee meeting and Phase 3 plans were discussed. The Architect sent two different layouts. Mary will share this with her staff and let us know the outcome. Another Committee meeting will be scheduled and then the Board will vote.

**Bylaws/Policy (Devon)**

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

Motion to approve: Maher Pathan. Second: Susan Birchman. Passed unanimously

- **Action Item** – Be it resolved that the Board approve the revised Timekeeping procedure in the Employee Policy Manual.

Motion to approve: Suzanne Davis. Second: Ginnie Genovese. Passed unanimously

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

Motion to approve: Jack Jones. Second: Ginnie Genovese. Passed unanimously

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

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

- **Action Item** – Be it resolved that the Board approve the revised Vulnerable Adults Policy.

Motion to approve: Maher Pathan. Second: Suzanne Davis. Passed unanimously

- **Action Item** – Be it resolved that the Board approve the revised Patron Code of Conduct Policy.

Motion to approve: Susan Birchman. Second Ginnie Genovese. Passed unanimously

- **Action Item** – Be it resolved that the Board approve the revised Accessibility Accommodation Policy.

Motion to approve: Ann Commisso. Second. Maher Pathan. Passed unanimously

**Finance (Dan-absent)**

The Committee needs to meet this month. Last month's CAM charges were more than expected.

**Long Range Planning (Ann)**

The community survey ends on April 15th. The Committee will plan a meeting to discuss the results.

**Personnel (Devon)**

Nothing to report

**Old Business**

Mary discussed the end of book donations with her staff. They feel that the children's book donations are valuable. The books are either kept for the Library's collection, or the Youth Services Coordinator keeps books that are in good condition for summer reading program

prizes. We will probably have one more Holiday book sale, and attend Community Day and Fall Festival with books available for donation.

Mary attended a Training on Community Census Information. There was a lot of interesting demographic information that can be helpful when applying for grants. An example: The majority of the population in this Town are between the ages of 18 and 64.

### **New Business**

There was an issue with the bulk mailing of the Annual Report. Mary worked on resolving this issue. End result—we'll be saving on postage due to mishandling by the Albany post office. The Landlord has installed locks on the public restrooms outside the Library. Our Library patrons have access to our unlocked bathrooms.

**Adjournment:** 7:47PM by Suzanne Davis

Motion to approve: Susan Birchman

Second: Maher Pathan

Passed unanimously

Respectfully submitted by  
Ann Commisso, Secretary

**Next meeting:** May 8, 2025