

LaGrange Association Library  
Board of Trustees Meeting  
Thursday June 12, 2025 @7 PM

## Minutes

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

**Absent:** Susan Birchman, Maher Pathan

**Guests:** MHLS Trustees Mark Williams and Barry Ramage

**Call to Order:** 7:02PM by President Suzanne Davis

**Public Comment:** Devon relayed a message from his wife (not present) that staff was kind and helpful notarizing her items.

**Correspondence:** None

**Barry and Mark spoke about their backgrounds and shared the following information for trustees:**

- June 25th Library Advocacy Briefing online Presentation
- Check on MHLS site for advocacy opportunities
- Be sure to put in the 2 hours of required annual training

### Consent Agenda

- **Action Item:** Be it resolved that the Board acknowledge and approve the following items as the Consent Agenda:
  - Meeting Minutes for May 8, 2025
  - Director's Report
  - May Financial Reports

Motion to Approve: Ann Commisso

Second: Devon Bryan

Passed unanimously

### Capital Campaign/Fundraising (Melanie)

- Library received 64 gifts this year totalling about \$11,800
- Summer Raffle basket on display and ready for LaGrange Community Day
- LaGrange Community Day
  - 2 BOT members and 2 library staff will be there throughout the day
  - We can take credit cards this year

### **Board Development/Nominating** (Ginnie)

- **Action Item:** Be it resolved that the Board appoint April Dawn Shinske to the Library Board effective today, June 12, 2025.
  - The action item was cancelled as the prospective candidate was not present.

### **Building** (Jack)

- Nothing to report
- Architect will follow up to check status of bids

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

- **Action Item:** Be it resolved that the Board approve the reviews of the following employee policies with no revisions:
  - Code of Conduct
  - Continuing Education
  - Discipline/Termination
  - Grievance Procedure
  - Introductory Period
  - Jury Duty
  - Outside Employment
  - Attendance/Leave
    - Discussion- Attendance Policy updated

Motion to approve employee policies with revision to Attendance Policy: Melanie Wargo

Second: Suzanne Davis

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the revisions made to the following employee policies:
  - Computer/Internet/Email/Social Media
  - Employee Status
  - Equal Employment Opportunity
  - Evaluation Procedure
  - Name Badges
  - New York State Paid Family Leave
    - Discussion: Maternity Leave, Paternity, and adoption
  - Salary/Benefits

Motion to Approve: Ginny Genovese

Second: Ann Commisso

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the new Recruitment and Hiring Employee Policy.

Motion: Suzanne Davis

Second: Ann Commisso  
Passed unanimously

**Finance (Dan)**

- Meeting on June 26th- will hopefully have construction bids by then.

**Long Range Planning (Ann)**

- Nothing to report

**Personnel (Devon)**

- **Action Item:** Be it resolved that the Board accept the resignation of Reana Panday effective July 11, 2025.

Motion to Approve: Jack Jones

Second: Julie Colacchio

Passed unanimously

**Old Business**

- Nothing to discuss

**New Business**

- **Action Item:** Be it resolved that the Board approve the 2024 IRS 990 prepared by the CPA.

Motion to Approve: Dan Jacobs

Second: Devon Bryan

Passed unanimously

**Adjournment of Board Meeting**

Motion to approve: Julie Colacchio

Second: Ann Commisso

Passed: @ 7:46pm

Respectfully submitted by

Julie Colacchio, Secretary.

**Next meeting: July 10, 2025**