

LaGrange Association Library  
Board of Trustees Meeting  
Thursday September 11, 2025 @7 PM

**MINUTES**

**Attendees:** Mary De Bellis, President Suzanne Davis, Susan Birchman, Ann Commisso, Ginnie Genovese, Julie Colacchio, Dan Jacobs, Melanie Wargo

**Absent:** Devon Bryan, Jack Jones

**Call to Order:** 7:00 pm by President 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 August 14, 2025
  - Director's Report
  - August Financial Reports with the following budget adjustments:
    - Increase insurance-liability by \$474.66
    - Decrease other miscellaneous expenses by \$474.66

Motion to Approve: Suzanne Davis

Second: Ginnie Genovese

Passed unanimously

**Capital Campaign/Fundraising (Melanie):**

- Best date for Stringendo Event is Saturday, March 21st at 7:00pm
  - The committee will meet to review venue, fees, etc.
  - Check on church across from AHS and follow up in next few weeks
- Fall Festival challenging for library to table this year, but will make a basket to raffle
  - Someone will need to prepare a holiday basket
  - Board will solicit donations from businesses for the basket
- Donations so far this year are \$13,000, which is higher than last year at this time. We are two-thirds toward our fundraising goal
- Mary will update the Annual Fall Appeal letter to be mailed out in October. We will keep the focus on our operating budget for the 2025 Annual Appeal at Treasurer's Discretion.

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

- None

**Building** (Jack- absent):

- Suzanne relayed that the Building Committee will meet with Dan Reiger in October to go over CAM charges.
- NYS Construction Grants are all submitted and we are waiting to hear back.

**Bylaws/Policy** (Devon- absent):

- None

**Finance** (Dan)

- **Action Item:** Be it resolved that the Board approve the funding for a SIMPLE IRA retirement savings plan for library staff effective January 1, 2026.
  - Matching contributions between employees and library.
  - Fidelity does not charge fees.
  - Discussion: Employees can contribute from the beginning of employment and can choose to contribute more.

Motion: Ginnie Genovese

Second: Suzanne Davis

Passed unanimously

- **Action Item:** Be it resolved that the Board approve the 2026 Library Budget draft for submission to the Town of LaGrange.
  - Funds budgeted to provide family health insurance for one employee (such as a new library director).
  - Eliminating capital expenditures from the operating budget
  - Increasing several operation and maintenance budget items that are out of our control, such as the common area maintenance (CAM), custodial services, and electric.

Motion: Suzanne Davis

Second: Dan Jacobs

Passed unanimously

**Long Range Planning** (Ann)

- The committee will meet in the next 2-3 weeks

**Personnel** (Devon-absent)

- **Action Item:** Be it resolved that the Board accept the resignation of Youth Services Coordinator Myra Jensen effective Friday, September 12, 2025.

Motion: Julie Colacchio

Second: Suzanne Davis

Passed: Unanimous

- **Action Item:** Be it resolved that the Board accept the resignation of Library Clerk Dee Thompson effective Wednesday, August 27, 2025.

Motion: Ann Commisso

Second: Ginnie Genovese

Passed unanimously

### **Old Business: None**

### **New Business**

- Director Candidates to be interviewed on September 29th; at 6:00 pm and at 7:00 pm.  
Things to look for may include the following:
  - Experience with library renovation and expansion
  - Familiarity with the 414 process
  - Skills in dealing with the community
  - Think of items to discuss with the candidates
- After the interview- discuss impressions, pros and cons, as a group.
- Next steps- Offer letter, background check, ensure the chosen candidate is ready to begin in mid-December.

- **Action Item:** Be it resolved that the Board go into Executive Session to discuss a personnel matter.

Motion: Dan Jacobs

Second: Melanie Wargo

Passed unanimously

Executive session at 7:33 pm

Out of executive session at 7:50 pm

**Adjournment:** 7:51PM by Suzanne Davis

Motion: Julie Colacchio

Second: Melanie Wargo

Passed unanimously

Respectfully submitted by Julie Colacchio, Secretary

**Next meeting:** October 9, 2025