

LaGrange Association Library
Board of Trustees Meeting
Thursday February 12, 2026 @7 PM

Minutes

Attendees: Anna Lillian Moser, President Suzanne Davis, Vice President Devon Bryan, Ann Commisso, Dan Jacobs, Jack Jones, Ginnie Genovese
Staff: Grace Wright
Public: Alan Bell

Absent: Julie Colacchio, Melanie Wargo

Call to Order: 7.01 pm by President Suzanne Davis

Public Comment: Alan Bell attended the meeting. He introduced himself to the board and vice versa. He is interested in becoming a board member

Correspondence: Suzanne spoke to Mary, who wanted to thank everyone again for the retirement gifts and also wanted to remind everyone that MHLS Board representatives are available and would like to attend a future LaGrange Library board meeting.

Staff Highlight (Grace Wright)
NY Library Advocacy Day

Grace is a recent hire and recent graduate of the University of Albany. She attended NY Library Advocacy Day. She talked about some of the discussions in the groups she attended. In the legislative building, she had meetings with Assemblyman Beephan (which was a small group) and Senator Rolison (which had over 40 attendees). They advocated for construction aid and library supplies, and especially for eBooks (proposed legislation will help protect libraries from being taken advantage of by the companies). Grace talked in the sessions about the benefits of the LaGrange Library expansion. The Board was appreciative of her time taken to represent us.

Board Education Reminder

Suzanne reminded everyone that she wants everyone to keep learning to be a better board. She wants each board member to sign up for a Board meeting to provide refresher for things like bylaws, policies, and education modules. Attendees signed up for months to lead over the coming year.

Consent Agenda

- **Action Item:** Be it resolved that the Board acknowledge and approve the following items as the Consent Agenda:
 - Meeting Minutes for January 15, 2025
 - Director's Report
 - January Financial Reports with the following operating budget adjustments:
 - Increase Passport Postage by \$100; decrease Library Postage by \$100

- Increase Disability Insurance by \$139.37; decrease Other Miscellaneous Expenses by \$139.37

Motion to approve: Devon

Second: Ginnie

Passed: Unanimously

Capital Campaign/Fundraising (Melanie)

The Capital Campaign/Fundraising committee met on 1/22/26 and reviewed the timeframe and details of the typical fundraisers that have been done in the past. National Library Week will be April 19-25 and the theme will be "Find Your Joy". LaGrange Community Day will be 06/13/26. The Annual Appeal will be conducted in the September/October timeframe. LaGrange Fall Festival is 10/02/26. We will not do anything for Giving Tuesday, but will have a Holiday raffle. We will not be doing the Stringendo fundraiser this Spring. We might have a table at the LaGrange "Freedom 250" celebration in July. Additional possible fundraisers were discussed (such as funding "concrete" things such as chairs, tables, etc. in the library), as were community members who might be able to help out with Fundraising. \$1315 has been raised so far this year. Melanie needs to step down as chair of the committee, so we are looking for a replacement.

Board Development/Nominating (Ginnie)

Alan Bell is a candidate for Trustee of Board. Ginnie reached out to a couple who expressed an interest in Fundraising with information about either joining the board or participating on the Fundraising committee. Someone else was interested in coming, but she will probably not be able to attend a Board meeting until April.

Building (Jack)

The Building committee held a joint meeting with the Finance Committee (summary will be reported with the Finance Committee). Jack looked through the lease as a follow-up to the incident report from Anna, and found that the burden is probably on us to get the vent fixed.

Bylaws/Policy (Devon)

Held a meeting to review credit card, fundraising, petty cash, and other policies. They will wait on the meeting room policy until after the Phase III renovations. They are encouraging the library to try to do more online banking. They need to review the investment policy and asked Dan to help review it as well.

Finance (Dan)

The Finance committee held a joint meeting with the Building Committee on January 22nd. The library finished 2025 with a budget surplus, which was discussed. As per the Library's Fund Balance policy, 2 months of expenses and 26 weeks of unemployment reserve should be set aside. To meet those requirements, we will need to add \$13,560 when the next CD matures at HVCU. The remainder of the surplus (about \$54,000) can be transferred to the building fund at Vanguard for the capital campaign. Once the funds are in the Vanguard account, the money will be distributed to the existing funds in the account as exists today. The Phase III renovations were then discussed. There is a need for \$552K for Phase III, and an anticipated capital campaign balance of \$537K. The library has applied for a \$166K construction aid grant, but we won't know the actual amount granted until Fall, 2026. It was decided to contact the architect to initiate the process to solicit bids. Six employees have signed up for the new simple IRA retirement plan.

Long Range Planning (Ann)

A committee meeting is scheduled for March 12 at 6:30PM

Personnel (Devon)

Nothing to report

Old Business

None

New Business

- Passport Acceptance Facility (Anna)
We got a letter from the State Department that we are no longer a passport facility. The last passport was processed on 2/11. The library has cancelled appointments and posted on social media to communicate to the public. This is a federal issue, and because we are a non-profit (and not a governmental agency), we are not eligible. This impacts the budget by \$35,000/year. We will plan on keeping the passport room in the Phase III renovations because it could be used as a quiet room or other purposes. Should the law change in the future we would have this room ready for use for passports.
- Vanguard Access (Anna)
Anna's access at Vanguard is currently restricted. Vanguard converted the account on Feb. 5th from a mutual fund-only account to a full brokerage account. We need to determine who are authorized signatories on the account and submit the corresponding paperwork. We also need a policy authorizing the Director, President and Treasurer, in general, to be authorized signatories.
 - **Action item:** Be it resolved to authorize Anna Lillian Moser, Suzanne Davis, and Daniel Jacobs as Vanguard signatories.
 - Motion to approve: Suzanne
 - Second: Jack
 - Passed: Unanimously
- Annual Community Report Mailings (Anna)
Anna is working with Sherri to prepare our local annual report (which is usually pulled from the NYS annual report, but that report is delayed because there is no vendor to collect the data.) The mailing is already funded in the budget and is usually sent out to Board to review. Anna will check which company printed and mailed the report last year.
- 414/2027 Budget (Anna)
Rebecca has offered to come to talk about the proposed 414 vote. We are looking at a November, 2027 vote for the 2028 budget. We will see if Rebecca can come to the November 2026 Board meeting. We want to start communication to the community this year for preparation for next year
- Gift for Julie (Suzanne)
Suzanne announced she was collecting personal donations for a condolence basket for Julie.

- Trustee Training Reminder (Suzanne)
Every trustee needs to do 2 hours of training each year.
- MHLS Board Visit (Suzanne)
Mary is now on the MHLS Board and they put in a request to visit each of the library boards. We will request that they attend the March Board meeting.

Adjournment: 7:53 pm by Suzanne Davis

Motion to approve: Ann Commisso

Second: Devon Bryan

Passed: Unanimously

Respectfully submitted by,

Dan Jacobs

Next Meeting: Thursday March 12, 2026