

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

Minutes

Attendees: Anna Lillian Moser, President Suzanne Davis, Vice President Devon Bryan, Ann Commisso, Dan Jacobs, Jack Jones, Ginnie Genovese, Julie Colacchio, Melanie Wargo, Alan Bell

Staff: Linda Tedesco (Youth Services Coordinator)

Public: None

Absent: None

Call to Order: 7:00 pm by President Suzanne Davis

Public Comment: None

Correspondence: None

Staff Highlight - Linda Tedesco, Youth Services Coordinator

- Mrs. T creates a warm and inviting atmosphere in the library. Story time is a time for sensory activities and props. Staying after to interact with children and parents is a chance to get to know families better. Art Club, Legos Club, parties, songs, holiday celebrations, pop-up programs, and drop-in programs are popular. Ordering, budgeting, programming, grant-writing, decorating, creating flyers, and social media posts are all important parts of being a Youth Services Coordinator. This, and more, make the library a community hub.
- Linda discussed creating a mural in the Children's Programming Room in August.
 - A Hudson Valley pond scene involving plants and animals native to the area could be a basis for discussion and lessons.
 - Older children do the higher sections and the younger children will paint the lower areas.
 - Linda will start working on a mock-up.
- **Board Education Refresher/Month One/Review of Meetings Section of Bylaws- Suzanne**
 - We meet about eleven times a year. Nine meetings are required.
 - Special meetings can be called by the President, VP, or 4 Board members to address urgent topics
 - The Annual Meeting occurs in December and must be posted four weeks prior.
 - A quorum consists of 51% of the set number of Trustees.

Consent Agenda

- **Action Item:** Be it resolved that the Board acknowledge and approve the following items as the Consent Agenda:
 - Meeting Minutes for February 12, 2025
 - Director's Report
 - February Financial Reports with the following operating budget adjustments:
 - Increase Passport Postage by \$11.95; decrease Library Postage by \$11.95.

Motion to approve: Dan

Second: Devon

Passed: Unanimously

Board Development/Nominating (Ginnie)

- **Action Item:** Be it resolved that the Board approve the appointment of Alan Bell as a trustee on the LaGrange Library Board, effective March 12, 2026.

Motion to approve: Melanie

Second: Suzanne

Passed: Unanimously

Capital Campaign/Fundraising (Melanie)

- Nothing to report

Building (Jack)

- Discussion of Phase III Plans:
 - How to meet the costs of \$67,000 in additional fees (Design Development \$11,000; Construction Documents \$37,000; Construction Bidding \$6,000; Administration Fees \$13,000)
 - Prefer not to use all of our resources
 - One option is to build the space and furnish it later
 - Doing a campaign for patrons to purchase furnishings by naming rights is an opportunity for fundraising.
 - Anna will check on the Dyson Foundation and Bullet Aid for discretionary funding.
 - Anna will check on the question of starting now and possibly postponing the construction. Will there be additional fees or penalties? What happens?
 - Construction grant must be used within three years
 - Plan to move forward with caution

Bylaws/Policy (Devon) - Approval of updated policies

Credit Card Policy

- Be it resolved that the Board approve the revised credit card policy to permit the Director and select staff members use of the Library credit or debit card for Library related purchases.

Motion to table this resolution and revisit after the Claims Audit Process is examined: Melanie

Second: Devon

Passed: Unanimously

Fund Raising

- Be it resolved that the Board acknowledges and approves the Fundraising/Gifts Policy.

Motion to approve: Ann

Second: Melanie

Passed: Unanimously

Online Banking

- Be it resolved that the Library Director and Bookkeeper have online banking authority. See credit card policy for further details.
 - Board comes in currently to sign the checks
 - It will be substantial work to establish contracts with active vendors for online payments.
 - Possible to pay through one interface, like a bank, "Bill Pay."
 - Checks are one of the biggest dangers of fraud.
 - Consider phasing in the payments to different vendors. Also, set certain payments to be paid automatically.

Motion to approve with addition of "Online payments are the preferred method of payment when available": Melanie

Second: Ginnie

Passed: Unanimously

Motion: Suzanne

Second: Jack

Passed: Unanimously

Petty Cash

- Be it resolved the Board acknowledges and approves the Petty Cash policy.

Motion: Suzanne

Second: Alan

Passed: Unanimously

Purchasing

- Be it resolved the Board acknowledges and approves the Purchasing policy.

Motion: Dan

Second: Jack

Passed: Unanimously

Motion: Suzanne

Second: Jack

Passed: Unanimously

Investments

- Be it resolved the Board acknowledges and approves the Investment policy.

Motion: Dan

Second: Suzanne

Passed: Unanimously

Meeting Rooms

- Discussion postponed until after renovations.

Finance (Dan)

- No current updates.

Long Range Planning (Ann)

- Will be administering a survey
- Considering including a QR Code in order to reach more people

Personnel (Devon)

- Three month review for the Library Director to check-in and set goals with Anna

Old Business

None

New Business

- Timing of the Annual Report Mailing
 - It is coming together and should be ready
 - Getting quotes for 9000 copies (need 3 quotes given the total cost)
 - Other quotes are higher than the Dutchess County printers, so will likely use them
 - Aim to get it in mailboxes between April 17th and 20th, so mail out in early April

- State annual report was due on March 20, but has been delayed until April, due of problems on the part of NYS
- Potential Grants Discussion Postponed
- Phase III Plans
 - Discussion of moving an office to what is currently labeled "Passport Office" to expand staff office and gain a study room/community space. This can be decided closer to completion of work and move-in date.

Adjournment: 8:19 pm by Suzanne Davis

Motion to approve: Dan

Second: Jack

Passed: Unanimously

Respectfully submitted by,

Julie Colacchio

Next Meeting: Thursday April 9, 2026