

**Katonah Village Library Board Meeting Minutes**  
*Monday, January 22, 2018 -- 7:30 p.m.*

Regular Meeting

**Call to order** (Virginia Lanigan) at 7:40 p.m.

Present: Steve Brotmann, Jack Freudenheim, Alan Eifert, Mary Herrstadt, Susan Popovic, Craig Intinarelli, Jennifer Versacci, Anthony Mamo, Mike Dwyer, Virginia Lanigan, Susan Polos, Director Mary Kane

Absent: Kate Silverstein Galligan, Rhea Johnson, Barbara Chintz

**Minutes**

Minutes from the December meeting were approved without exception.

**New Trustees**

Virginia welcomed our new board members, and each briefly introduced themselves. Mary Kane gave each new trustee a welcome packet. New trustees signed the Public Library Ethics Statement.

**Nomination and Vote on Board Officers** (Virginia Lanigan)

The following officers were approved unanimously:

- Virginia Lanigan (President)
- Alan Eifert (Vice President)
- Mike Dwyer and Susan Popovic (Co-Treasurers)
- Susan Polos (Secretary)

**Committee Formation** (Virginia)

Virginia explained the duties of the committees. All board members were assigned to at least two committees (a few members will serve on three). We discussed the benefits of involving community members in committee work.

**Director's Report** (Mary Kane)

Please see attached Director's Report.

**Rental Policy regarding Liquor Liability insurance** (Mary Kane)

The following policy regarding alcohol use by individuals or groups renting the library's downstairs meeting rooms was approved. It will be posted on the Katonah Library website:

## **Serving of Alcohol**

Liquor liability insurance is required for all events at which alcohol is served. The following must be received by Katonah Village Library two weeks prior to the rental event:

- a Certificate of Liability Insurance with host liquor liability in an amount of no less than \$1,000,000, and with Katonah Village Library named as the “additionally insured;” and,
- a receipt from the insurance company confirming the premium has been paid on that liability policy.

Some homeowner’s or renter’s insurance policies include host liquor liability, so you should contact your insurance agent to confirm whether you have existing coverage; if so, your agent can provide you with the “Certificate of Liability Insurance.” Alternatively, you may purchase what’s referred to as an “event insurance” policy to provide the required host liquor liability for your specific event. Prices vary based on the number of guests and duration of your event (one recent KVL room-renter paid about \$200 for her event policy), and policies can be purchased online and with short lead-times. Here are two such insurance companies:

<https://www.privateeventinsurance.com/Pages/AboutUS.aspx>

<https://www.kandkinsurance.com/sites/events/Pages/Short-Term-Special-Events.aspx>

## **Finance Report** (Mike Dwyer)

2018 was a good year for KVL. Our health insurance costs were 150% of budgeted amount, but income from our fundraising events exceeded expectations and were able to cover that overage.

## **Book Sale** (Mary Herrnstadt)

A meeting that was called by the executive group of the committee that runs the sale is scheduled for next Monday (Jan. 29) at 6 pm. All are welcome.

## **Building and Grounds** (Steve Brotmann)

A committee meeting will be held soon. Discussion will include an upgrade in security cameras, and the outcome of a test to determine source of the leak in lower floor.

## **Personnel Committee** (Joe Tropiano)

Nothing to report.

## **Fundraising & Development Committee** (no chair yet selected for 2018)

Nothing to report.

## **Programming** (Susan Polos)

We have a storytelling series planned, with Heather Forest as our March storyteller. Lena Roy will have an author event this month.

**Patron Engagement Committee** (Joe Tropicano)

Joe gave a brief summary of the Patron Survey deployed in fall 2017, and distributed print copies to all board members.

Highlights: The demographic of survey respondents skewed to females over the age of 60. 94% of those surveyed are very satisfied with the library. Most respondents like print books and want an increased selection of books. Regarding programming, respondents want more films, music, and author events.

We discussed how to better survey a wider and more fully representative group. Ideas included focus groups. There were suggestions for a “suggestion box,” follow-up surveys triggered by card-use, and also place on website for patrons to submit suggestions.

**Spring Fundraiser.** Scheduled for Sat., June 2, 2018.

**Fall Fundraiser.** Tentatively scheduled for Sat., November 3; Mary and staff member will contact other local NFPs to determine if there are any conflicts. We will finalize that date at February board meeting.

**Meeting was adjourned** at 9:12 p.m.

**Next Board Meeting is a combined meeting with KVIS:** Monday, February 26, 2017 at 7:30 p.m.

Respectfully submitted,

Susan Polos, Secretary

**Director’s Report:  
December 14-January 20, 2017/2018**

**Programs**

This month, **Great Decisions** discussed the *Media and Foreign Aid Policy*. The **Library’s Book Group** read *Exit West* by Mohsin Hamid, and the **World Affairs Book Club** enjoyed *The Gatekeepers: How the White House Chiefs of Staff Define Every Presidency* by Chris Whipple. The Creative Grant workshops **Let me tell you a Story, Memoir Writing/Altered books** ended with a public memoir reading. In collaborative programming, **Bedford Audubon** offered a well-attended program *Bears in your Backyard*, and KVIS continued its series *What the Health in Going on Your Plate?*

**Building**

The Library purchased a new projector—as the old one broke. It was installed by Rade Popovic, board member Susan’s husband—who volunteered his time and energy!

**Art Exhibit**

*Botanicals and Beyond* by with artist Corinne Lapin-Cohen and the students of the Stonehouse Studio, until February 1.

**Meetings and Events Attended**

- Defibrillator training for Staff
- Development meeting with Community Center: Clare Murray, Lisa Brotmann, Ali Vigil and Maura Rosenthal
- Staff training on new econtent with Westchester Library System at KVL
- Strategic Planning Workshop Westchester Library System
- Public Libraries Director's Association Meeting