

Katonah Village Library Board Meeting Minutes
Monday, April 23, 2018 -- 7:30 p.m.

Regular Meeting

Call to order (Virginia Lanigan) at 7:33 p.m.

Present: Barbara Chintz, Kate Galligan, Steve Brotmann, Alan Eifert, Mary Herrnstadt, Alan Eifert, Craig Intinarelli, Jennifer Versacci, Anthony Mamo, Mike Dwyer, Virginia Lanigan, Susan Polos, Susan Popovic, Director Mary Kane

Absent: Jack Freudenheim

Minutes

Minutes from the March meeting were approved without exception.

Director's Report (Mary Kane) Please see below for information.

Finance Report (Dwyer)

Mike recommends a new account to handle capital expenses/improvements because it will be a good way to segregate and allocate money for capital improvements and have an ongoing history of work done.

Book Sale Committee (Herrnstadt)

Mary H. reports that rolling carts are in the process of being built. Donations of books are coming in—on target. The sale of books upstairs does well. Connie K, staff member, is in charge of this, and she has done well with choosing books from the basement pile.

Buildings and Grounds (Brotmann)

Alan and Steve B. have been talking about finding a contractor to do excavating on the Garden Room leakage and drainage issue. There has been some difficulty in finding estimates from contractors.

A law firm in White Plains has drafted a licensing agreement for us to allow for rental of downstairs rooms in the library. Steve B. noted the need to include the Serenity Garden in the list of areas covered under the agreement. Regarding the issue about tech equipment, if our equipment is used, are renters compelled to use our tech assistants too? Mary K says library will either show renters how to use tech equipment or they need to hire a library technician.

Two attorneys on the board say there is probably no difference between the word “renter” and “licensee” in the agreement,” so its stays “licensee” for use of space. Tony said it is a very comprehensive agreement. He will look to see if there is a difference between the two words.

The form will go on the website for people to download and fill out. There was a question as to whether the library has an architectural survey of the building. Mary K recently found them in the same closet where the coffee nook is being built.

Virginia had questions about lighting around the library exterior. Steve B. said the Building and Grounds Committee will revisit lighting issues.

Action Item:

Motion to approve Room Rental agreement Policy was made by Mary H. as a License Agreement and Kate G. seconded it. It was approved without exception.

Personnel Committee (Brotmann)

No report.

Program Committee (Chintz)

Barb said the storyteller event this past Sunday was well received.

Mary H. is working with Maura to do a film/dance event, starting with the film *Mama Mia*.

Rhea will be moderator next Sunday for *Love in the Afternoon*, a Romance Writers symposium. Booksy Galore, a bookstore in Pound Ridge, will be providing books for sale at the event.

Fundraising Committee (Galligan)

Staff member, Ali V, who is working on library development, will come to the next meeting to give an update and go over elevator speeches for all board members so we will know what to say to prime fundraising conversation at the Kegger.

Community Engagement Committee (Tropiano)

Joe said we will take some of results of our survey and make an infographic to summarize it so patrons know highlights. and maybe some facts on how we are solving the issues. He is working on cutting the survey down to stats and will report back on the results of the survey.

Five-year strategy plan.

Virginia asks: Can we do a pulse survey after the Kegger. Ask five questions such as:

1. Was price too much?
2. What would have made night better?
3. Other kinds of galas?

Virginia will get together with Joe to go over questions to ask.

Alan says Katonah has a new community partner: Bedford Playhouse. Wed. 5:30 to 7pm there is free admission to get a tour of the place. A soft opening in summer is in the works.

AD HOC: Spring Fundraiser Committee (Co-Chairs Johnson and Galligan with members Intinarelli and Lanigan)

Virginia says to be sure to get signage out; there are sandwich boards, Steve said he would put signs out.

Highlights of event:

Food - We are using the same budget we had last time We have a Pan Asian theme. Would be great if any trustee are patrons of Haiku or Tenga and could solicit donation of trays of sushi rolls or veg rolls. Tony will initiate with Tenga. Jennifer is back up for the ask.

Desserts:

Barb is doing 900 Bites or 300 full size

Kate G. and Joe T. and Michael volunteered to do 300 cookies.

Rhea will help if necessary

Beer Committee:

Rhea will be hard cider rep. for beer committee. Meetings at Brew and Co.

Premium Raffle

Consists of the Trustees Wagon o' Cheer, a curated selection of top-shelf libations in a heavy-duty steel garden cart (a \$600 value. Only 100 tickets will be sold
Give Mary K a check for KVL if you haven't paid yet towards the Wagon of Cheer).
Adam, wine store owner, will select the alcohol and Mary K will pay

George is building the wagon.

Pop-up raffle items

Virginia showed the board the raffle sheets. Purchasers have one number. \$20 a sheet can divvy up easily. Pens will be available to write names on ticket. You must be present to win.

Virginia asks if Alan would be willing to give Bedford Round of Golf for three. Alan agreed.

Other raffle item suggestions: a cooler containing craft beer. We will ask Mike at Brew and Co. to select and donate 12 cans. Susan said she would take care of it. Steve Brottman said he would get the Cooler and go to Brew and Co.

Two Patio Pots with plants as a big and a small pop up raffle item.

Jennifer said she will ask Bedford Nursery. As soon as companies commit they will get their name on website.

Beauty package:

Susan Popovic says she will ask Amy's for a mani and pedi.

Feel Good package:

Massage?

Breathe--- Mary K. will ask them for a session.

Reflexology places in Mt. Kisco.

Yoga?

Personal Trainer—Tony will ask Mie at Golden Prana. Alan said they will reach out to them.

Rhea proposed Barre Class for 6 people

Mustard Seed—music studio.

Ridgefield Playhouse Music tickets—for various artists.

Virginia L. will ask them.

Bartending - we have two college-aged bartenders and one professional bartender.

Check-in table setup:

1. There will be only one table for check in to fit 4 volunteers.

That's means 2 for prepay and 2 for walk-ins.

NO raffle sales outside.
Inside we will have a separate raffle ticket table.

It was proposed we put check writers in a separate line.
3 lines: Card users, Check writers, Pre-pay.

Joe T. Mike D and Tony M said they would lend there iPads for evening.
Bar closes at 11 pm.

Clean-up Crew:

Steve B
Tony
Joe T.
Mike D.
Mary Herrnsstadt
Craig I.

Director's Report

March 23-April 21, 2018

Programs

Movie Night, in collaboration with Bedford 2020: *Wasted: The Story of Food Waste*. The **Library's Book Discussion Group** read *Absolutely True Diary of a Part-time Indian* by Sherman Alexie. **Great Courses** discussed *American's Founding Fathers Evicted: Poverty and Profit in the American City* by Matthew Desmond

Town Check Received

The first check of the year, from the Town of Bedford was received for: \$306,613.50

Meetings and Events Attended

- CPR Training at Katonah Ambulance Corp: 3 hours with staff (Heimlich maneuver and CPR on Adults).
- Public Library Director's Association Meeting
- Cultural Group's Executive Directors and Director of Development luncheon with Edward Kelly

Coffee Nook

Mary introduced various issues about coffee in the new coffee nook. There was discussion about non-biodegradable coffee pods, aka K-cups. Jennifer said her office uses pods that are biodegradable. She will find out more. The Coffee Nook renovation estimate is \$900, for painting and tearing out of old cabinets, essentially "gutting" the room. (Overall costs of the coffee nook is estimated around \$2000.)

Mary said, "We want folks to stop by and get coffee; we want to encourage library use. This is just coffee, tea, or water. No food. Mostly geared towards moms who are here in the mornings or the Great Decisions group after a meeting."

Mary also pointed out that having coffee in the library was a patron request in survey.

Meeting was adjourned at 8:54 p.m.

The next meeting is Tuesday, May 29, at 7:30 p.m.

Respectfully submitted,

Barb Chintz for Susan Polos, Secretary