

Katonah Village Library Board Meeting Minutes
Monday, July 23, 2018, 7:30pm

Regular Meeting

CALL TO ORDER (Virginia Lanigan) at 7:37 p.m.

Present: Mike Dwyer, Alan Eifert, Jack Freudenheim, Kate Galligan, Mary Herrstadt, Rhea Johnson, Virginia Lanigan, Anthony Mamo, Susan Polos, Susan Popovic, Joe Tropiano, Jennifer Versacci, Director Mary Kane

Absent: Barbara Chintz, Steve Brotmann, Craig Intinarelli

MINUTES

Minutes from the June meeting were approved without exception.

DIRECTOR'S REPORT (Mary Kane)

Please see attached Director's Report.

Expanded report re one item:

Mary met with Katonah Poetry Series (KPS) representatives to discuss some of the challenges involved in KVL's maintenance of KPS as a program. Mary suggested that it might be more beneficial for both the Library and for Katonah Poetry were KPS to become an independent 501 (c) organization, while continuing to use the Library's meeting space for its events. While Katonah Poetry Series is promoted as a library program, the group is in fact autonomous with a separate board of trustees, separate board meetings, a separate mission statement, and a separate designated bank account. Katonah Library staff is not involved in the planning of Katonah Poetry's programs. The Library appreciates the strong audience KPS has built over the years and has been supportive of the series. However, there is a loss in revenue for KVL in this relationship, as the Library does not financially benefit from any KPS functions. KPS representatives responded to Mary's proposal by saying that they did not see KPS becoming an independent 501c as a viable solution at the current time due to various administrative realities. KPS agreed that, commencing immediately, KPS would pay for the Library's bookkeeper's time for its own accounting tasks, split the labor cost of breakdown and clean-up after each event, take over the creation and mailing of its own promotional and donor thank-you communications, and be open to more collaborative programming with the Library. The Library requested that this agreement be revisited in one year's time, to see if this setup works to the library's benefit.

FINANCE REPORT (Dwyer)

75% of the library's revenue is from the Town's contribution and 25% is from grants, donations, etc. Health insurance and WLS membership costs are increasing disproportionately. Mike suggests that we communicate this to the town and ask for an \$11,000 increase in town funding (a 1.9% increase from last year) to offset these rising operational costs.

Action Item: To submit Katonah Village Library budget to the Town of Bedford with its request for 1.9% increase (from prior year) in Town's contribution. Motion made by Virginia Lanigan, seconded by Alan Eifert. Passed unanimously.

STRATEGIC PLANNING COMMITTEE

The following board members volunteered to be part of the Strategic Planning Committee: Rhea Johnson, Joe Tropiano, Jennifer Versacci, Virginia Lanigan, Mary Herrstadt, Susan Polos.

FUNDRAISING

Annual Appeal. The Director and Development Associate proposed that the 2018 Annual Appeal letter be a four-color, photo-filled piece, rather than the one-color letter done in past years. Other local libraries and non-profits use four-color brochures for their Annual Appeal; it was proposed that a more attractive, eye-catching format could glean more donations for KVL. The cost for printing the four-color piece will be approximately \$3,000 (\$1,800 more than black and white); the mailing costs will also be higher with the larger/expanded peice, but Mary did not have those specific mailing costs yet. She will do comparison shopping on potential printing companies. Jack F. suggested including a QR code to link to the library. The Board approved going forward with this enhanced format, with the condition that a cost-benefit analysis be done in early 2019 to determine if the additional printing and mailing expenses were worthwhile.

Harvest Table/Fall Fundraiser, November 3 (Lanigan)

Details were discussed such as invites, "Save the Dates," menu, auction items, paddle raise and mobile fundraising. Jack again noted the importance of good lighting.

Action Item: Approval of two Honorees was approved unanimously.

BOOK SALE COMMITTEE (Herrnstadt)

The Pop-Up Book Sale outside the library during Katonah Sales Day made slightly under \$600 during library hours. An art book Pop-Up Book Sale during the Gallery Strolls (third Saturday of each month) was suggested. Books on the Book Sale Table in the library make \$8,000 annually, nearly half of what the actual Book Sale brings in. Selling donated books at coffee shops in town was suggested.

BUILDING AND GROUNDS. (Kane)

The lantern on the pole at front entrance area is being replaced.

We are still looking into how to solve the drainage issues outside the Garden Room. Contractors have been contacted and asked for bids.

The air-conditioning unit has been repaired.

Coffee Nook. Mary recommended a specific brand of coffee/tea vending machine. The equipment is free if we buy the beverage supplies from them, and those supply costs are comparable or less than elsewhere. We will serve coffee, tea and hot chocolate. The cups would have lids. Patrons would pay at the circulation desk. We would pay for a water filtration system which would be checked twice a year and maintained at a cost of \$120 annually. To complete the nook itself, the costs would include \$700 to install lighting, \$500 for plumbing, and \$700 for countertops and painting. The total cost would be \$1,900. One of the board members recommended we call a local designer for input.

We discussed using an iPad for patrons to purchase coffee with debit cards. We will look at Chappaqua Library's model for use of the iPad at the circulation desk.

Security Cameras. After Mary K received and reviewed multiple bids on video camera installation, one vendor was selected.

Action item: The motion to approve spending up to \$15,000 for installation and maintenance of security cameras throughout the Library was passed unanimously.

PERSONNEL COMMITTEE (Brotmann)

No report.

PROGRAM COMMITTEE (Freudenheim)

Programs have been successful. Jill Sobule will be featured artist in a concert on August 24th; the Adobe is paying for the artist appearance costs. Jack is working on ensuring we have appropriate lighting.

The board went into Executive Session at 8:46 p.m. to discuss Personnel topic.

The regular meeting re-commenced, and was then immediately adjourned, at 9 p.m.

The next Board meeting is Monday, September 24, at 7:30 p.m.

Respectfully submitted,

Susan Polos, Secretary

Director's Report June 21-July 18, 2018

Programs:

Everyone had a great time at **Exploring Greek culture**: eating, dancing and watching the movie *Mamma Mia*. An appreciative crowd has been attending the **Health for Life Program: Managing Chronic Pain**, a series of six workshops for

older adults to help manage pain (sponsored by Westchester County, Livable Communities). The **Library's Book Discussion Group** read Ron Rash's *Serena*. **Bridge and Chair Yoga** continue to attract large groups, even during the summer months.

Art Exhibit:

Artist **Anna Feld's** exhibit, *Improvisation Series: Color and Gesture* will be on display through August 30. The opening reception will be a part of the Katonah Art Stroll, on Saturday, July 21. **Katonah Historic Museum** has a new display via The Women's Civic Club: **100 Years of Service to Katonah**.

Dental insurance:

Katonah Library is no longer handling the administration of dental benefits for past full-time staff members.

Building:

- A simple lantern style light and 8ft pole will be ordered to replace the unstable one currently on the outside library steps.
- The air conditioner in the library stopped working on Monday, July 16th as the compressor lost oil and the safety system shut down. Due to the heat, the Library closed early at 1pm. The air was fixed the following day around 2pm.
- Securing video cameras in the library is proving more difficult than anticipated as WLS has told us that the network cannot support us unless we have an enhancement (at \$1,600 a year). One of the Security companies is looking into providing us with its own network, which would be much more cost efficient.

Meetings Attended

- Meeting with Katonah Poetry Series coordinators
- Meeting with contractor Jim Melvin
- Meeting with contractor Tony Makaj
- Meeting with electrician Roy Mottola
- Meeting with WLS rep and Knight Security: Discussed the issues with video cameras and our current network.

