



Katonah Village Library Board Meeting Agenda
Monday, Jan 28, 2019, 7:30pm

- I. CALL TO ORDER
- II. APPROVAL of MINUTES FROM DECEMBER 17, 2018
- III. 2019 BOARD OFFICERS -- NOMINATION & VOTE
- IV. 2019 COMMITTEES (Lanigan)
- V. FINANCE REPORT (Dwyer)

ACTION ITEMS:
A. Chase as authorized bank and authorized trustee signatories
B. JP Morgan as authorized investment advisor and authorized trustee signatories
- VI. DIRECTOR'S REPORT (Mary Kane)
- VII. DEVELOPMENT for 2019 (Ellen Waltmyer)

ACTION ITEM: Approval for Donor Perfect Management Database Subscription
- VIII. PROGRAM COMMITTEE (Freudenheim)
- IX. BUILDING AND GROUNDS (Brotmann)
- X. BOOK SALE COMMITTEE (Herrnstadt)

Katonah Village Library Board Meeting Minutes

Monday, Jan. 28, 2019 --7:30 p.m.

Regular Meeting

Call to order (Virginia Lanigan) at 7:45 p.m.

Present: Virginia Lanigan, Rhea Johnson, Barb Chintz, Kate Silverstein Galligan, Steve Brotmann, Jack Freudenheim, Mary Herrstadt, Joe Tropiano, Jennifer Versacci, Mike Dwyer, Tony Mamo, Vienna Wong, Director Mary Kane.

Absent: Susan Popovic and Craig Intinarelli

Trustee Signatures on Policy Statements.

As per annual trustee regulations, the trustees signed three documents that dealt with rules and regulations regarding their behavior: Conflict of Interest, Ethics, and Whistle Blower procedures.

Minutes

Minutes from Dec. 2018, meeting were approved without exception.

Election of Officers (Virginia Lanigan)

Action item:

Motion to authorize and approve the following officers for 2019 was passed unanimously:

President: Virginia Lanigan (continuing role).

Vice President: Rhea Johnson
nominated by Virginia Lanigan; seconded by Mike Dwyer

Co-Treasurers: Mike Dwyer and Susan Popovich (continuing roles) Secretary: Barb Chintz
nominated by Virginia Lanigan, seconded by Steve Brotmann

2019 Committee Assignments (Lanigan).

Note: Director Mary Kane is an *ex officio* member of every committee.

STANDING Committees:

Book Sale Liaison(s): Mary Herrstadt (Chair), Tony Mamo, Jennifer Versacci

Building & Grounds: Tony Mamo (Chair), Steve Brotmann, Craig Intinarelli

Development: Vienna Wong (Co-Chair), Ellen Waltmyer (Co-Chair, staff member), Joe Tropiano

Nominating: Steve Brotmann (Chair), Jack Freudenheim, Mary Herrstadt

Personnel: Joe Tropiano (Chair), Rhea Johnson, Virginia Lanigan, Jennifer Versacci

Programs: Jack Freudenheim (Chair), Mike Dwyer, Barb Chintz

AD HOC Committees:

Strategic (Long-range) Planning: Jennifer Versacci (Chair), Vienna Wong, Joe Tropiano, Rhea Johnson.

Spring Fundraiser: Kate Galligan (Co-Chair), Barb Chintz (Co-Chair), Virginia Lanigan, Steve Brotmann, Susan Popovic, Craig Intinarelli

Fall Fundraiser: Kate Galligan (Chair), Virginia Lanigan, Vienna Wong, Susan Popovic, Rhea Johnson, Craig Intinarelli

Finances: Mike Dwyer

* Fundraising will be especially important for 2019, as we know we will have increases in operational expenses: salary line for part-time staff members will increase by \$12,000 due to increase in minimum wage. Steve Brotmann (2018 Chair of Building & Grounds Committee) has given notice that the HVAC system and roof will need repairs in 2019. We will tap the capital reserve fund for those repairs.

Annual Appeal Issues:

The Annual Appeal came in nearly \$20k under budget for 2018. During discussion, it was suggested that the new four-color foldout format, rather than the one-color letter used in the past, may have caused some recipients not to realize it was the Annual Appeal. Also, the less expensive distribution method used this year – the “Every Door Direct Mail (EDDM)” option – resulted in some residents in the two-zip mailing areas to receive the piece (though no way for us to know how many non-receipts there actually were.). At Mary Kane’s request, the postmaster at the Katonah PO is investigating.

It was suggested that it would be advantageous for more of the fundraising events/campaigns to happen earlier in the year rather than falling into the 4th quarter (e.g., Book Sale, Harvest Table, Annual Appeal.) One suggestion was to investigate the efficacy of introducing a “monthly sustainer” program for donors, whereby the donor could sign up to have a specified amount charged to their credit card/PayPal each month.

Action item: Banking.

Motion to authorize and approve Chase Bank as authorized bank for KVL, and to approve the authorized signatures on that account (i.e., board officers Virginia Lanigan, Rhea Johnson, Mike Dwyer and Susan Popovic) was passed unanimously. (The exact language of that approved resolution is appended to these minutes.)

Action item: Investment Accounts.

Motion to authorize and approve Morgan Stanley Investment Accounts and to approve authorized signatories on those accounts – i.e., Virginia Lanigan, Rhea Johnson, and Mike

Dwyer and Susan Popovich -- was passed unanimously. (The exact language of that approved resolution is appended to these minutes.)

Director's Report (Mary Kane)

(See attached Director's report.)

Q&A with Ellen Waltmyer, new part-time Development Manager for KVL.

Action Item:

Motion made by Mike Dwyer to approve purchase subscription to donor relationship management software; seconded by Steve Brotmann. Motion was unanimously passed.

Program Committee (Jack Freudenheim)

Date for Irish Music event is March 1. We will charge \$10 at door for adults, \$5 for seniors and students.

Building and Grounds Committee (Steve Brotmann.)

Drainage issues still remain, but the bad weather has stifled our ability to assess drainage and roof issues. Also having problems with the HVAC.

Book Sale Committee (Mary Herrnstadt)

Final numbers of all FY 2018 book sales: \$29,000 net profit. This amount includes all book sales, i.e., Summer book sale, bake sale receipts, as well as books sold throughout year by front desk. The front desk sales netted \$6,313. For 2017, the net profit was \$20,000. That is a 23% increase year over year.

Date already set for 2019 opening of Book Sale to the public: Oct. 19, 2019.

Mary H. noted that the Book Sale volunteers really appreciated the Trustees coming to Thursday night event and honoring their work.

Mary H. also said that after researching prices, the committee has decided to accept offer of \$3500 from a buyer for the donated collection of first editions of John Grisham novels.

The meeting was adjourned at 9:10 PM.

Note: Next meeting is set for Feb. 25 with KVIS; they will provide food, we will provide speaker.

Respectfully submitted,

Barb Chintz, Secretary

2019 BANKING AND INVESTMENT RESOLUTIONS

Re Chase Bank as Authorized Depository, and Authorized Signatories for Chase Account.

It is resolved that the Chase Bank is herewith designated as an authorized depository of this non-profit organization, and that one or more deposit accounts be opened and maintained at said bank and that any of the present holders of the following offices, to wit:

- Virginia Lanigan, President
- Rhea Johnson, Vice President
- Michael M. Dwyer, Co-Treasurer
- Susan Elizabeth Hayes, Co-Treasurer

are authorized on behalf of this organization to sign checks, drafts, instruments or other orders for the payment of money, to endorse checks and otherwise deal with said bank, in connection with the foregoing activities.

Re Authorized Signatures for Morgan Stanley Investment Accounts

Is it resolved that the President, Vice President and Co-Treasurers of this corporation, or any one of such officers, are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness or other securities (including short sales) now or hereafter standing in the name of or owned by this corporation, to purchase stocks, bonds, debentures, notes, evidences of indebtedness and other securities (on margin or otherwise), and to make, execute and deliver, under the corporate seal of this corporation, any and all written instruments necessary or proper to effectuate the authority hereby conferred.

It is resolved that the documents from the Morgan Stanley Smith Barney LLC organization entitled “Authorized Persons and Enabling Resolutions for Corporations” be approved as completed (copy to be attached to the minutes of this meeting), and that the new officers be requested to sign those documents on behalf of the library. One new officer will replace the previous officer, Vice President Alan Eifert, who has retired from the board. New Officers for 2019 are as follows:

- Virginia Lanigan, President
- Rhea Johnson, Vice President
- Michael M. Dwyer, co-Treasurer
- Susan Elizabeth Hayes Popovic, co-Treasurer

Director's Report: November 27, 2018-January 25, 2019

In December, the Library had **two concerts**: The first, *A Winter Concert with piano, flute and clarinet*, a volunteer ensemble, graciously gave donations from their concert towards the tuning of the Library's Steinway piano. The second concert: *Sabor Brasil a Brazilian Jazz Concert*. Both concerts had full—and appreciative—audiences. December's **Open Mic** had a healthy crowd of 30 with talented participants playing guitar, piano, violin, as well as storytelling and poetry. In December, the **Library's book group** read *This Side of Paradise* by F. Scott Fitzgerald's and in January discussed *The Ensemble: A Novel* by Aja Gabel. **The World Affairs Book Club** read *Steve Jobs* by Walter Isaacson. And **Great Decisions** discussed *Human Trafficking in November, and Refugees and Global Migration* in January. **Great Decisions** also showed the movie *Invisible Hands*, which focused on human trafficking. Death Café hosted author Maggie Callanan, who is well known for her books death/bereavement.

Art at the Library

Artist **Dustin Spear** is currently showing four large-scale works from her *Delivered* Series in the Garden Room—and was part of the December art stroll. The library's page, Johann Schechter, played piano during the opening reception.

Artist **Corinne Lapin-Cohen's** artwork, *Once Upon a Time*, is on display in the Library's Meeting Room. Artist **Rob Spinazzola's** *Double Rabbit* sculpture is on display outside the Library through February.



Tina the Turtle Update

After Tina's new tank and filter were installed, she refused to get out of the water. This went on for weeks, and no amount of brine shrimp would sway her. We physically took her out of the tank every few days to "dry dock". However, this was only a temporary solution. The aquarium shop inserted pieces of driftwood to give Tina leverage. She rejected these. Finally, concerned that Tina was going to acquire another bacterial infection, I called Teatown, who built her a ramp. Tina went immediately up the ramp and has been soaking up UV light on a regular basis.



Building

-Before Claudia, the new Children's Librarian started at KVL, the Children's Room was cleaned, organized and the story room painted.

-Four chairs have been added to the front of the Library, using the last of the Prospect Chair grant.



New Catalog System

Our current catalog system will be replaced by Evergreen. The staff is being trained on February 27th, and the Library will need to be closed until 12:30 that day. Additionally, all Westchester Libraries will be without a catalog for three days, and patrons will be asked to check out only 5 items each, until the new system is up and running. The new catalog goes live on March 14th.

Meetings Attended

-Public Library Director's Association Meeting, December

- Public Library Director's Association Meeting, January
- November and January Staff Meetings
- Book Sale Meeting
- Field Trip to Ridgefield Library to meet with Director and Development Manager
- Meeting of Westchester County Association Libraries