

Katonah Village Library Board Meeting Minutes
Tuesday, October 23, 2018, 7:30pm

Regular Meeting

Call to order (Virginia Lanigan) at 7:35 p.m.

Present: Barbara Chintz, Steve Brotmann, Mike Dwyer, Mary Herrnsstadt, Rhea Johnson, Virginia Lanigan, Anthony Mamo, Susan Polos, Alan Eifert, Susan Popovic, Joe Tropiano, Craig Intinarelli, Director Mary Kane

Absent: Kate Galligan, Jack Freudenheim, Jennifer Versacci

Minutes

Minutes from the September meeting were approved without exception.

Director's Report (Mary Kane)

Please see Director's Report for more information.

Finance Report (Dwyer)

We have some significant income-producing events about to happen: the Harvest Table fundraiser, the Book Sale and the annual appeal. The annual appeal letter should be in the mail by Monday, November 12.

Our 2019 Library Budget is in the process of being worked on by the Library's Board Treasurer, Mary Kane, and the bookkeeper.

The Town of Bedford budget process was a different this year. There was confusion as to when the budget to the town was due, as KVL had the budget completed in August when originally requested, but then the Town asked us to wait to submit. Additionally, there was confusion over dates/times of the presentation to the town, e.g., the date of the meeting changed a few times, and then the meeting time was moved up at the last minute. In the end, each of the three libraries in Bedford was given the same \$11,000 increase (the amount KVL had requested) despite each having requested different increase amounts and rationales for those increases. Virginia will draft a letter to the Town Board about our concerns about this year's budget process, and our requests and suggestions for the process going forward.

Mary has had discussions with Jerry Nichols (Director, Palmer Institute for Public Library Organization and Management at Long Island University) about his coming to present to the Board in early 2019 about the four types of public libraries, and about the practical differences -- esp. regarding funding and governance -- among them. Jerry would also brief the Board on the process for changing from one type of library (i.e., Association Library, of which KVL is one) to another type.

Maria Fields from JouleSmart Solutions came to the Finance Committee to discuss how we might decrease energy use and operating costs through use of JouleSmart's software, equipment, and connectivity. Maria is looking through our past years' electric and gas bills to determine whether JouleSmart would be able to promise enough of an energy savings to make it feasible for them to make a proposal to us.

Co-Treasurer Susan Popovic briefed the Board about current performance of our Morgan Stanley portfolio.

Nominating Committee (Johnson)

Rhea, Mary, and Virginia met with a candidate, Vienna Wong, who has applied to become a KVL Trustee. The Committee will include Ms. Wong's application documents with the November board meeting materials, and will recommend new trustees to the Board for their approval at the November meeting.

Harvest Table/Fall Fundraiser, November 3 (Lanigan)

Virginia referred us to the working document she sent via email, and quickly reviewed Trustee responsibilities before and during the event. All is in order.

Book Sale Committee (Herrnstadt)

The Book Sale is going well. At the Pre-Preview night, many board members came, and the Book Sale team appreciated it. On Friday the booksellers came, and the income results were much better than in the past. As planned, we have reduced many of our past operating costs, and set-up labor, through the purchase of rolling carts. Mary K. thanked the several trustees who helped with the hard work during setup of the sale on Sunday.

Buildings and Grounds (Brotmann)

- We likely have some capital expenditures coming up, including a solution to solve our water/drainage issues in side courtyard, and the replacement of our A/C equipment.
- Virginia noted that we should look at feasibility and costs for a renovation of main-floor bathroom (top of stairs) to make it handicapped-accessible. She also noted that it might make sense for us to concurrently examine feasibility and costs for an elevator in that same space, since it would allow patrons with disabilities, infirmities, or encumbrances to travel from main to ground floor for any reason (including the use of the existing ground-floor ADA restrooms.)
- The coffee nook is still being planned. It will be installed after Harvest Table.

Personnel (Brotmann)

Soon after Harvest Table, Board members will be receiving a link to an online performance evaluation form for the KVL Director. Personnel Committee will compile a unified PA from the submissions of the individual Trustees, which we will discuss in executive session at the end of our November Board Meeting

Programming (Polos)

Committee plans to meet and will report at November Board meeting.

The meeting was adjourned at 8:50 p.m.

The next meeting is Monday, November 26, at 7:30 p.m.

Respectfully submitted,

Susan Polos, Secretary

Director's Report

September 25 –October 20, 2018

The Library's book group read *Goodbye Vitamin* by Rachel Khone. Volunteer Harry Stanton opened up the fall season with his three successful programs: **The World Affairs Book Club** read *Wilson* by A. Scott Berg; **Great Decisions** focused on Cyber Warfare and **Great Courses** covered Geological Wonders. There was a new exercise class; 4 Weeks Fit Anytime/Anywhere Fat Burn Workout.

Annual Book Sale

The Book Sale setup had lots of help this year, via Board members (and their children) who showed up to lend a hand on *Sunday, October 14th*, making setup "much faster than usual". The Pre-Preview on *Thursday, October 18th* was well attended and had delicious wine and cheese, courtesy of Library friend, Vicki Marwell, (and an amazing ham, courtesy of Board member, Barbara Chintz)!

Staff Changes

Children's Librarian, Stephanie Hartwell-Mandella, will be leaving KVL and going to North Castle Library as their Assistant Director and Head of Children's Services. This is a tremendous opportunity for Stephanie. While we will feel sad to see her go, we are also supportive of her decision. If Stephanie is game, we would like to have a celebration so patrons can pass on their best wishes.

Ali Vigil, the Library's Development Manager, left KVL to go full-time at New York Public Library. Ali is still working a few hours per week for the library

helping with Salesforce and Harvest Table preparations. Maura and I have had two interviews with potential development candidates.

Meetings:

- Harvest Table Committee Meetings
- Meeting with Nominating Committee and Board candidate
- Personnel Committee Meeting
- Public Libraries Director's Association Meeting