

Katonah Village Library Board Meeting Minutes

Monday, March 25, 2019, 7:30 pm

Regular Meeting

Call to order (Virginia Lanigan) at 7:30 p.m.

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

Absent: Craig Intinarelli, Susan Popovic

Minutes

Minutes from the January 28, 2019 Board meeting were approved without exception. Because the distributed minutes from the February 25 meeting were discovered to be incomplete, approval of the February minutes was deferred until the April meeting.

Action Item: Mary Kane advised that updates were made to the KVL Employee Handbook under guidance of our Pro Bono attorney. Updates included the Westchester County Earned Sick Leave Law, Paid Family Leave, and an updated Sexual Harassment Policy

A motion to approve the updated KVL Employee Handbook was made by Virginia; seconded by Steve and Tony. The Board voted unanimously to approve the updates.

Spring Fundraiser on June 1, 2019 (Kate Galligan and Virginia Lanigan)

Penny Raffle items. Kate asked for help from trustees to procure items for the penny raffle from local businesses (retail shops, restaurants.). Several trustees volunteered to approach specific businesses

Desserts. Given expected attendance, we need approximately 900 dessert “bites.” Kate will be approaching local community bakers to form a Baking Committee, with the goal of having 300 bites of three different recipes.

Kate asked for trustee volunteers for various tasks for the evening including: Check-in, Clean-Up, set up of A/V for music and presentations, etc. Several trustees volunteered for various tasks.

Supplemental Food. Based on past process and spending at the spring fundraiser, we need to solicit the donation of approximately 900 appetizer-sized bites of savory food from local restaurants and/or talented home cooks. These food donations will supplement the food supplied by our professional caterer.

Communications. “Save the Date/ Advance Ticket Sale” eblast will be sent out the week of April 8, with link to the online purchase page for both event and premium raffle (gas

grill) tickets. Premium Raffle tickets will only be available for purchase online (i.e., event tickets will not be sold at KVL front desk.)

Finance Report (Dwyer)

Fundraiser finances: Mike said that Library finances are in good shape. Endowment fund has recovered from the downturn of last year.

Based on specific requests from the Children's Librarian and the YA Librarian, we will be increasing the library's materials budget by approximately \$7k in 2019 to allow for increased acquisition in those two areas of the library's stacks. Mike also reported that he and other committee members are in the process of codifying a clear and succinct finance policy for use of the Book Fund, so the policy can be easily shared with current and prospective Book Fund donors.

Director's Report (Mary Kane)

[Please see full Report attached at end of minutes.]

Highlights:

The ShamRogues music concert was well attended. Netted approx. \$400.

The rollout of WLS' new catalog system, Evergreen, has experienced some hiccups at KVL and other system libraries. Mary is displeased with the lack of communication from WLS tech support. The Library will be closed on Weds for more Evergreen staff training.

The staff is now signing in online, instead of on paper.

In March, Virginia Lanigan and Mary Kane attended the first of four education sessions on effective non-profit development/fundraising at Baypath University in Longmeadow MA. The sessions are led by two nationally-recognized experts in non-profit development. The training course is provided free of charge to qualifying non-profits, and was discovered and recommended by KVL's development associate, Ellen Waltmyer (who was unable to attend the first session due to illness.)

Book Sale Committee (Mary Herrnstadt)

The income from sale of used books upstairs (near the circ desk) was \$4143 for Jan. and Feb.

Mary noted that since we now own the shelves for use at the big October book sale, we will be able to save \$3400 in expenses this year. Mary also noted that some of the children's books donations have been chosen by the Children's Librarian to be placed in circulation as duplicates of popular children's' books.

Buildings and Grounds (Mamo)

Nothing to report.

Development Committee (Wong)

Committee met in Feb. Based on the perspective of the community member on the committee, it became clear that the library needs to more clearly and frequently convey the message to the public that the Library is not fully funded by the town and therefore requires donations.

In order to have a greater proportion of our donations income come in more evenly (and predictably) throughout the year (rather than coming in mostly in the 4th quarter as it does now), the Committee discussed the benefits of instituting a “sustaining member subscription” model, whereby donors could have specified donations taken from their bank accounts or credit cards automatically each month

Programming Committee (Freudenheim)

The ShamRogues Irish Music concert was very successful.

Jack and Mike are looking into future music programming at the library.

Jack said we are still borrowing lighting from local theater company. Musicians thought it was too bright. It would be great if we can have someone advise us about lighting. Mike D. will ask his friend who is in the theatre lighting business for advice.

Strategic Planning Committee (Versacci)

The committee met last week. Wants to set goals and vision for library over 3 year time frame, and prioritize our needs and resources. We will create a roadmap to achieve those set goals. Estimated that the strategic plan will be completed in 6 months.

Jennifer (the Committee Chair) started the kick-off meeting with an issue/ question to get the dialogue started:

With our rising operating cost, how do we financially sustain the library to meet our patron’s evolving needs to best serve our community?

Committee will meet again on May 9.

The meeting was adjourned at 9:02 p.m.

NOTE: The next meeting is Monday, April 29 at 7:30 p.m. at the Library.

Respectfully submitted,

Barbara Chintz, Secretary

Director's Report

February 26-March 23, 2019

Programs

A Journey Through Celtic Music (The Shamroques) was very well attended and enjoyed by all. (A big thanks to Jack Freudenheim and Michael Dwyer for coordinating this event!) *Writer's Speak*, the collaborative program with Katonah Museum of Art, welcomed the 2nd author in the series, New York Times bestselling author Helen Schulman, who discussed her new novel, *Come with Me*.

New Catalog System: Evergreen

The Westchester Library System's new catalog system went live. WLS is still working out many of the kinks that have come up. There will be another staff training session on March 27, and the library will open 1.5 hours later than usual.

Change in staff sign-in/sign-out

The staff is now signing in/out on ADP online, instead of on paper.

Building

-The lock on the employee entrance door broke and was replaced.

Meetings Attended

-Strategic Planning Committee meeting with Jennifer Versacci, Vienna Wong, Joe Tropiano, Rhea Johnson, Claudia Uccellani and Susan Polos

-Fund Development Series at Bay Path University with Virginia Lanigan

-Webinar: "Just One Thing": Training Staff for Community Engagement

-Fundraising Meeting with Virginia Lanigan, Kate Silverstein-Galligan, Maura Rosenthal and Ellen Waltmyer

###