

## **Minutes of Katonah Village Library Board Meeting**

*Monday, January 23, 2017*

(Note: This was a brief meeting to vote on annual motions, held prior to start of KVL/KVIS Joint Annual Meeting. Author Gail Carson Levine was the guest speaker, and KVIS provided refreshments.)

Regular Meeting

### **Call to order**

The meeting of the Katonah Village Library Board of Trustees was called to order by Virginia Lanigan at 6:32 pm at the Katonah Village Library.

The quorum requirement was met with the following trustees in attendance: Virginia Lanigan, Kate Silverstein Galligan, Joe Tropiano, Alan Eifert, Steve Brotmann, Joe Stark, Jack Freudenheim, Nathalie Dalrymple, Rhea Johnson, Barbara Chintz, Mary Herrnstadt,

Also present: Director Mary Kane

Trustees absent: Susan Polos (Secretary)

### **Minutes**

Minutes from December 2016 meeting approved without exception.

### **Director's Report** (Mary Kane)

See attached document.

### **Action Items**

***Re Board Officers.*** A Motion was made by Ms. Lanigan, and seconded by Mr. Brotmann, to approve the Officers of the Board of Trustees 2017 as follows:

- Virginia Lanigan, President
- Alan Eifert, co-Vice President
- Joseph Stark, co-Vice President
- Nathalie Dalrymple, Treasurer
- Susan Polos, Secretary

The motion was approved unanimously.

***Re Chase Bank as Authorized Depository, and Authorized Signatories for Chase Account.*** A motion was made by Ms. Lanigan, and seconded by Mr. Brotmann, to approve the following resolution:

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 office, to wit:

- Virginia Lanigan, President
- Alan Eifert , co-Vice President
- Joseph Stark, co-Vice President
- Nathalie Dalrymple, 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.

The resolution was approved unanimously.

### ***Re Town of Bedford Sewer Proposal***

- Motion passed unanimously to have Virginia cast the library's one vote on behalf of the Board.

- It was agreed by all to table the Board's decision until Feb 27<sup>th</sup> meeting on whether to vote yay or nay for the sewer so that some trustees could attend the upcoming sewer information meeting sponsored by the Katonah Chamber of Commerce.

### **Discussion Items**

#### ***Re Town Funding Agreement with Katonah Village Library***

After the Town Board sent the three town libraries draft funding contracts that required each library to consult the Town Board before undertaking any capital projects, the Directors of the three libraries (with the agreement of their respective Boards) sent a joint letter to Supervisor Burdick outlining their objections and rationale. As a result, the Town has removed the clause requiring consultation with the Town when a library is considering capital improvements.

#### **Finance Report** (Nathalie Dalrymple)

A discussion on investment management was tabled until more information is made available.

#### **Adjournment**

Having completed its agenda, the Board adjourned without objection at 7:15 pm.

#### **Next Board Meeting:**

Monday, February 27 at 7:30 pm in the Katonah Village Library.

Respectfully submitted,

Kate Silverstein Galligan  
(serving as Secretary in absence of Susan Polos)

## **Director's report (Mary Kane): January, 2017**

### **Library Programs**

**Great Decisions** had a large group for their discussion on Artificial Intelligence. **The Library's Book Group** discussed Emma Cline's *The Girls* and **The World Affairs Book Club** covered Lawrence Wright's *The Looming Tower: Al-Qaeda and the Road to 9/11*. There is now a **botanical art show** on exhibit in the Garden and Meeting Rooms by artist Corinne Lapin-Cohen.

### **Library Upkeep**

The town requested that we move the outside book drop, as they believe it's contributing to traffic issues. While the town made the area in front of the book drop an illegal parking spot, people continue to park there. After a meeting with Chris Burdick and Jeff Osterman (Planning Director), it was decided the town would try putting planters in front of the box to prevent parking. A pipe in the KVIS closet leaked, and destroyed a few boxes of the group's paperwork. Spano Plumbing repaired. The staff room sink needed to be snaked twice by Spano plumbing but became clogged again. We were told it was because of galvanized piping build up. We rented an electric snake and George was able to clear the pipe.

### **NYS Grant for Automatic Doors**

A few more libraries dropped out of the NYS grant process. The grant money was redistributed again. The total project cost for Katonah's automatic door installation is \$29,800. Originally, we were earmarked to receive \$10,000. Because of redistribution, we will now have \$13,804 in grant money towards the project.

### **Paychex to ADP**

I switched paycheck companies, from Paychex to ADP, as the amount was less per month, the customer service better, and ADP offers a Human Resource option in which I have the ability to send the new *Employee Handbook* to staff, with updates. Staff will need to acknowledge changes in policy upon receiving email.

### **Meetings and Events Attended:**

*Staff Meeting:* Went over vacation/sick day forms; saving archived newspapers and magazines; KVL room usage calendar and accessibility; picking up after patrons; raises/holiday bonuses; renewing library cards; switching from Paychex to ADP, and snow day protocol (emails not phone chain).

*Chris Burdick and Jeff Osterman (Planning Director)* discussed traffic issues and book drop location.

*Kelly Wheeler Miller, Katonah Live:* Discussed collaborating with Katonah Live and KVIS to offer more live music.

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