

**Katonah Village Library Board Meeting Minutes**  
**Monday, March 27, 2017 --7:30 p.m.**

Regular Meeting

**Call to order** (Virginia) at 7:43 p.m.

Present: Virginia Lanigan, Kate Silverstein Galligan, Joe Tropiano, Susan Polos, Joe Stark, Kate Silverstein Galligan, Nathalie Dalrymple, Mary Herrnstadt, Rhea Johnson, Director Mary Kane

Absent: Alan Eifert, Steve Brotmann, Barbara Chintz, Jack Freudenheim.

**Minutes**

Minutes from January meeting approved without exception.

**Miscellaneous.**

Virginia shared that **WLS will be hosting three “Trustee Education Institutes”** in 2017. First one is on April 27<sup>th</sup>, 6:30 – 8:00 p.m. at the WLS headquarters (Elmsford) on subject of “Minutes and Open Meetings Law.” Second institute is on June 7<sup>th</sup>, 6:30 – 8:00 pm, at Shrub Oak Library, on topic of Financial Statements with WLS Chief Financial Officer, Fran Feuerman, which will cover upcoming changes to accounting guidelines for non-profit organizations. Third session and final session for the year is on October 3<sup>rd</sup>, 6:30 – 8:00 pm at WLS headquarters (Elmsford) on topic of How to Run an Effective Meeting.

Virginia will be distributing our mission statement and strategic plan and we will be referring to it regularly at meetings.

**Director’s Report** (Mary Kane)

Document attached.

**Finance Report** (Nathalie)

Due to internal policies of Merrill Lynch that restricts their services to municipal/public entities, we are transferring investment management of endowment to Morgan Stanley instead. The Finance Committee had met to discuss the transfer of the portfolio to Morgan Stanley; Morgan Stanley confirmed to Nathalie that they would be able to manage KVL’s endowment funds without restrictions.

**ACTION ITEM:** Motion was made to transfer existing securities from accounts managed by David Otto to accounts to be managed by Morgan Stanley. Motion passed unanimously.

**The Book Sale Committee** (Mary Herrnstadt, Chair)

The Book Sale Committee met once. Mary Herrnstadt will meet with Mary Kane to discuss details of the book sale. Those who have run the sale are very experienced and this institutional knowledge needs to be shared as we recruit new people to help share the work and take over this important fundraising endeavor.

**Building and Grounds** (Mary Kane with update on automatic doors.)

ADA Doors. We get the final check from NYS construction grant in August, and this means that we won't start installation until then. There is work to do before that, including getting town permits. Mary will keep us informed.

Town Sewer project. The vote was rescheduled to March 30<sup>th</sup> due to snowstorm on original voting date.

**Nominating Committee** (Susan Polos, Chair)

Mary K reported she has received two applications to serve on the KVL board, and will forward those documents to the Nominating Committee.

**Personnel Committee** (Steve Brotmann, Chair)

The Employee Handbook is almost done. All employees will read and sign. Mary is due for a performance appraisal (PA). Appraisable form will be sent to all trustees for their input, then discussed via Executive session to create a single PA. Mary will also be given the PA form to complete herself and provide to Board. The review may be presented to Mary by the just the Personnel Committee or in Executive Committee of full board. Dates for this need to be determined.

**Programming Committee** (Jack F., chair)

We have been in meetings with Katonah Museum of Art and the Katonah Village Improvement Society to discuss potential of collaborative music programming.

**Community Engagement Committee** (Joe T.)

The files with the former survey (2011) have been located. We hope to push out the survey in May. The Committee will try to meet within the week.

**Spring Kegger 2017** (Virginia and Kate)

This is scheduled for Saturday, June 3<sup>rd</sup>. A Save the Date was sent out. \$50 ticket. \$60 at the door. Sponsorships: \$2500, \$1000 and \$500. Food budget is \$2000. Debbie at Supper Solutions has saved the date for us. Music will be a digital playlist. "Beer Committee" of community members has again agreed to pay for, and coordinate, beer for the event. We will mail postcard invites. Those who wish to pre-purchase raffle tickets can do so online or at front circ desk of KVL. Virginia will follow up in the next few days to get trustee volunteers for various tasks.

**Fall Fundraiser**

The date is set for Saturday, November 4th.

**Meeting was adjourned** at 9:00 p.m.

**Next Board Meeting:** Monday, April 24, 2017 at 7:30 p.m. at downstairs Garden Room.

Respectfully submitted,  
Susan Polos, Secretary

## **Director's report (Mary Kane): February 28-March 24, 2017**

### **Library Events**

**Votes for Women Celebrating New York's Suffrage Centennial**, an exhibit from the NYS Museum, had a well-attended opening reception at the Library, with Assemblyman David Buchwald and Supervisor Chris Burdick in attendance. The opening was followed by a showing of the movie *Iron Jawed Angels*. **Great Courses** focused on the American Revolution. **The World Affairs Book Club** discussed *A History of God* and **the Library's Book Discussion Group** read *The Circle* by Dave Eggers. The participants in the **Tea and Chocolate Tasting** had a delicious and flavorful workshop. And at Death Café, attendees drank tea, ate cake and discussed death.

### **Library Staff:**

Librarian Michael Robin has been busy coordinating a group of particularly gifted and energetic teen volunteers and an intern. They are shelving in the children's room, creating signs in YA, brainstorming decoration ideas and providing peer-to-peer reader's advisory. The volunteers will soon be helping out in children's and YA programs, and they are interested in planning new programs themselves. The musical instrument library (also initiated by Michael Robin) continues to attract interest and enthusiasm. Every single instrument that was donated in playable condition is presently checked out. Even a few damaged donations have been borrowed by generous patrons with promises to provide repair and/or TLC. Interest is high in instructional books, which we plan to add.

### **Library Space**

We continue to craft attractive and comfortable window seating areas for our adult readers. (i.e. pulling up heating grates and reversing them so air blows away from faces and rearranging furniture). The book sale table has expanded, as patrons enjoy perusing and purchasing.

### **Collection**

Our Reference collection reorganization is complete and will provide much-needed shelf space in Non-Fiction. Over the last 6 months, we've received between 171-204 new adult fiction and non-fiction books per month.

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

-Public Library Director's Association Meeting  
(I was on vacation from 3/3-3/19)

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