

Katonah Village Library Board Meeting Minutes

Monday, September 25, 2017 --7:30 p.m.

Regular Meeting

Call to order (Virginia) at 7:40 p.m.

Present: Virginia Lanigan, Kate Silverstein Galligan, Susan Polos, Alan Eifert, Steve Brotmann, Jack Freudenheim, Alan Eifert, Mary Herrnsstadt, Barbara Chintz, Rhea Johnson, Joe Tropiano, Director Mary Kane

Absent: Nathalie Dalrymple, Joe Stark

Minutes

Minutes from July, 2017 were not available at time of meeting; they will be approved at October meeting.

Director's Report (Mary Kane)

Please see attached report.

Finance (Virginia, reporting for Nathalie Dalrymple)

- Increasing health insurance costs have continuing impact on the budget. KVL's current insurance plan is being discontinued by insurer at end of this year. With the assistance of KVL's insurance broker, a new plan has been chosen. That new plan will result in a 7% increase in health insurance costs for 2018.
- **ACTION ITEM:** Due to some questions from trustees, the vote on new KVL Investment Policy vote has been tabled until the October meeting, when those queries can be adequately addressed.

Book Sale (Mary Herrnsstadt)

Mary reports that new volunteers have signed on to take on supervisory duties for the Book Sale in the future. Sale begins Sat. Oct. 21 and ends Sat. Oct. 28. Volunteers are needed to help with set-up on Oct. 14-18, especially for the day when tables are moved from the Presbyterian Church on October 14. We also need volunteers to help with breakdown on Sun. Oct. 29.

Building and Grounds (Mary Kane)

- On August 5th, after an intense rain pooled in the stone courtyard, the Garden Room flooded, with a large amount of water pouring into the vent system on the floor. Weeks of cleanup followed, as three feet of wall had to be ripped out, installation removed, and carpet cleaned. The insulation and drywall was replaced, and the room primed and painted. The meeting room was also painted at the same time, so both rooms had the same hue. An insurance claim was filed. Subsequently, Mary Kane is acquiring estimates for some kind of drainage to be installed in the outside courtyard.
- Unrelated, to the flooding, the hot water pipe in the boiler room has been leaking and Atlantic Westchester is working on it, after ordering a gasket. The boiler will need to be drained during repair.
- The air conditioning in the children's room has also been problematic as patrons and staff are complaining of the cold. Atlantic Westchester is working on this as well.

- Automatic doors have been installed upstairs and down. On upstairs doors, the joint between doorframes and the stone walls will be filled with insulation to seal drafts.

Nominating Committee (Susan Polos)

The Committee has interviewed one candidate, with two more candidates scheduled for interviews in early October. There are also two additional candidates, one of whom has not yet submitted an official application, whom the Nominating Committee is expecting to contact over the next month.

Personnel Committee (Stephen Brotmann)

- **ACTION ITEM:** The new Personnel Handbook was approved by all trustees present.
- Library employee Alicia Vigil has begun devoting 14 hours each week to fundraising development work. She has been focusing her efforts on gathering and inputting existing donor information into a new management database (Salesforce) that is free and had been recommended by another local non-profit org.

Fundraising Committee (Galligan and Eifert)

“Double Your Donation” is a commercial web-based application that makes it easy for online donors to determine if their employers offer matching gifts and to access the people and forms to make those matching gifts happen. The application is placed on the online “donate” page of the NFP’s website. Since KVL has historically received very few corporate matching-gifts donations, it was agreed that KVL should try it for a year and then determine it benefits.

Programming (Jack Freudenheim)

- There is a Japanese music concert happening Thursday, October 5th, at 7 pm. This is coordinated with John Jay High School. Thanks to underwriting by the Adobe grant, the tickets are free, and there will be light refreshments.
- Jack has placed the order for the new mobile PA/sound equipment, and will pick up the system next Sunday. The costs are being paid for from the Adobe grant. If KVIS, KPA, and/or the Chamber contribute toward defraying this cost, Jack would like to additionally purchase two monitors for the system.
- There will be an author program on Sunday, October 1, at 5 pm. at which four authors will present as a panel.
- Storytelling programs. Jack is speaking with an Irish storyteller in Boston. Susan also knew of good storyteller who has done programs at an area library. Joe T., Barbara, and Susan will join with Jack to work on this program.
- Virginia is looking into the logistics of offering author/creator/artist luncheon events in the future, which may also serve as fundraising vehicles.

Community Engagement Committee (Joe Tropiano)

- We have about 200 responses to the patron survey since it deployed about one week ago. Surveys received thus far indicate patrons would like more music programming and more author events.
- Work on the new KVL website is progressing. Joe will be ready to share more at the October board meeting.

Fall 2017 *Harvest Table* Fundraiser on Nov. 4th (Kate Galligan and Virginia Lanigan)

- Print invite will hit mailboxes next week.
- Raffle tickets were not included in the invite, since revenue from mail-in raffle tickets in the past has not even come close to offsetting the printing/ mailing costs of doing so. Raffle tickets will be sold in advance at the front circ desk, online, and at the event itself.
- An update on various aspects of the event was provided, and a variety of remaining tasks were assigned to trustees.

Meeting was adjourned at 9:11 p.m.

Next Board Meeting: Monday, October 23, 2017 at 7:30 p.m.

Respectfully submitted,

Susan Polos, Secretary

Director's report: July 25-September 21, 2017

Programs

It was a busy, whirlwind of a summer, with non-stop programs! The Library's **Book Group** met to discuss Shirley Hazzard's *The Great Fire* and David Benioff's *City of Thieves*. **The Brook Quartet**—a musical ensemble of talented college students—entertained with an *Evening of Music in the Garden*. The first library-run **Volunteer Fair** was a bustling success with non-profit/community groups connecting and increasing their volunteerism. This event was followed by a **Volunteer Recognition Cocktail Party**, honoring the Library's devoted volunteers. We had a successful **documentary series, Food on Film**, with 40-70 attendees per movie. The final movie, *Queen of the Sun: What the Bees are telling us* was shown in collaboration with Bedford Audubon and had speakers including a pollinator biologist and a beekeeper. Another favorite program this summer was **Chair Yoga**, coordinated by a volunteer yoga teacher.

Art at the Library

We had two new artists present a collective show entitled *Process and Structure*: Shira Toren, a painter, and her friend sculptor Bob Clyatt, whose statue *Emma*, positioned in the Library plaza, has caused lots of conversation and photo-taking. *Emma* and the Katonah Library will be featured in an upcoming issue of *The Bedford Magazine*.

Grant for Creative Aging

I applied for and received a Creative Aging Grant through Westchester Library System, an initiative supported by the Westchester Community Foundation. *Let me tell you a Story* will consist of six workshops. The first three workshops will focus on memoirs and the last three will integrate story with art. A writer and artist are facilitating.

Building

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so both rooms had the same hue. An insurance claim was filed. Subsequently, I am acquiring estimates for some kind of drainage to be installed in the outside courtyard. Unrelated, to the flooding, the hot water pipe in the boiler room has been leaking and Atlantic Westchester is working on, after ordering a gasket. The boiler will need to be drained during repair. The air conditioning in the children's room has also been problematic as patrons and staff are complaining of the cold. Atlantic Westchester is working on this as well.

Automatic doors installed.

The automatic doors have been installed upstairs and down. The doors still need to be filled in with insulation.

Vandalism

Two large cups filled with ice cream were put in the book drop, which resulted in over a \$100 worth of destroyed books—including a large number of Bedford Hills Library's books, which we reimbursed them for.

Staff

Alicia Vigil started as our new development person. Two teens are "job sharing" the page job.

Meetings and Events Attended

- Meeting with town comptroller Abe Zambrano and Finance Committee member Mike Dwyer concerning health insurance
- Meeting with Creative Aging Grant facilitators
- Meeting with KVIS on programming
- Meeting with Etsy Craft Fair coordinators (programming)
- Budget meeting on 2018 proposed budget to town: Sally Beckett, Virginia Lanigan, Mike Dwyer, Nathalie Dalrymple.