

Katonah Village Library Board Meeting Minutes  
*Monday, April 24, 2016 --7:30 p.m.*

Regular Meeting

**Call to order** (Virginia) at 7:38 p.m.

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

**Minutes**

Minutes from March, 2017 meeting approved as amended.

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

See attached Director's Report.

**Finance** (Nathalie Dalrymple)

KVL has not yet received its first installment of the Town's contribution, but it is expected to arrive quite soon. As expected, expenses continue to be running higher than budgeted, given the increase in medical insurance costs for our four FT employees.

**Book Sale** (Mary Herrnsstadt)

The committee met with community members who work the sale to learn what help is needed. Trustees discussed what level of giving should qualify one for the pre-sale events. We also need to determine exactly which lists were used for the various Book Sale invites/mailings last year, since there concerns raised that some loyal Book Sale patrons did not receive any notice. Since the volunteers for all stages of the Book Sale are comprised mainly of the same handful of knowledgeable and hardworking stalwarts, we need to brainstorm with them to get ideas about how to recruit more people. We need to glean -- and write down -- from the experienced volunteer team the process and best-practices so we can ensure newer volunteers are trained and mentored to do this work when the current leadership no longer wishes to continue.

**Building and Grounds** (Mary Kane)

Automatic ADA Doors. Mary Kane met with Alex Costello of the Planning Board. Alex said that since the construction project is over \$20,000, we need an architectural review. Local architect Jack Whalen offered to do this for us at no cost. Jack had many good ideas.

We want to install new **security cameras** in the Garden Room and the Meeting Room. Steve B. will work on this, since he oversaw installation of cameras in his own workplace.

Mary is exploring the costs for a **new portable sound system** that could be used on the upper floor of the library as well as during outside program activities.

Mary discussed **issues with our current electric energy supplier**, and concerns about cost ramifications if we cancel our contract with that company. Stephen B. will look into this.

**Nominating Committee** (Susan Polos)

We have at least one interested candidate. The Committee will be in touch with this candidate to schedule a conversation.

**Personnel Committee** (Stephen Brotmann)

Mary Kane's performance review will occur at the end of the year, at the same time all employees receive their PAs. Stephen recommended, and the other trustees agreed, that all staff wear badges, lanyards, tags so they are identifiable to patrons.

**Programming** (Jack)

There is a Japanese music concert scheduled for September 29th, coordinated with an appearance of the music group at John Jay High School earlier that day.

Jack has applied for and received a \$5000 grant from his employer, Adobe. Jack requested that these funds be used for music programming and/or to improve or augment the library's audio equipment.

**Community Engagement Committee** (Joe Tropicano)

Joe T. is working on a Patron Survey which he would like to deploy in May. Joe and Virginia have found helpful examples from NYLA and other libraries.

A "test" link to KVL's newly designed website will be given to Joe T, Jack, and Virginia to view and comment on. The group will share a link to the test site with the rest of the Board when it feels the website is close to final.

**Spring 2017 Fundraiser** (Kate Galligan and Virginia Lanigan)

- Spring Kegger is Saturday, June 3rd, 7:30 – 11 pm., downstairs.
- Set-up will begin at 2 pm that day.
- Jennifer Niles and her team will oversee the decorations.
- Rhea suggested, and rest of Board agreed, to have a "tapas" food theme.
- Nathalie will handle the purchase of soft drinks. Virginia mentioned that Katonah DeCicco's gave Joe S. a \$50 gift certificate last year, and that Nat may want to solicit that again to use for soft beverages.
- We discussed which local businesses we have tapped into and which silent auction items we are planning to bundle. We discussed who might make "asks" at different businesses. Virginia will send the Board updates on the auction/raffle donated items on weekly basis.
- Kate is in the midst of organizing the middle-school-aged servers; we need eight servers. Other trustees with middle-schoolers agreed to see if their own kids and their friends would be willing to serve.
- Bartending: there will be two bartenders -- Virginia's son and Kate's daughter. They will be paid by Virginia and Kate, so no cost to KVL.

**Meeting was adjourned** at 9:12 pm

**Next Board Meeting:** Monday, May 22, 2017 at 7:30 p.m.

Respectfully submitted,  
Susan Polos, Secretary

## Director's report: March 28-April 19, 2017

### Programs

**Great Decisions** attracted large crowds with discussions on the *Conflict in the South China Sea and Trade, Jobs and Politics*. Acclaimed voice artists **Alan Sklar held a storytelling session**, performing Lawrence Block's *How Far Will it Go* and a *Bad Night for Burglars*. **The World Affairs Book Club** discussed *Alexander Hamilton* by Ron Chernow and the **Library's Book Group** read *The Aviator's Wife* by Melanie Benjamin. After a well attended 6 week run, the **Health for Life Program** sponsored by Westchester gov finished up its last workshop, and the **AARP Tax Help** came to an end as well.

### Upcoming Programs

The Library continues to be involved in the planning of Katonah's 120<sup>th</sup> anniversary (Cen20ial), which will take place on May 20: 12-4 at the Library, and an evening event at The Katonah Art Museum. I have been working with KPS and board member, Barbara Chintz towards a successful *Favorite Poem Project Community Reading* on Sunday April 23, recruiting readers, promoting, and helping to organize the event.

### Museum Passes

The Library has added Storm King Art Center to our list of free museum passes. We also have Stepping Stones Museum for Children, The Bruce Museum, Katonah Museum of Art, and The Neuberger Museum.

### Annual Report

The 2016 Annual Report has been submitted to Westchester Library System. After the report is checked for accuracy via WLS, it will be sent to the state.

### Meetings and Events Attended

- Planning-meeting for September art exhibit in collaboration with the **Bedford Correctional Facility** (Duston Spear, **Marymount Manhattan College Professor**) and Douglass DeCandia, (Valhalla Detention Center) and Maura Rosenthal.
- Cen20ial Planning Committee**: Planning for Katonah's 120<sup>th</sup> anniversary
- **Building Meeting** with Michael Arthur of MacKenzie Doors, with Building Committee members: Discussed and confirmed automatic doors that Library will have installed.
- Book Sale Meeting** with coordinators and Book Sale Committee: Board Committee members met with Book Sale coordinators to exchange ideas.
- Fundraising Meeting** with Virginia Lanigan and Maura Rosenthal: Discussed Spring into Summer invites, raffle tickets and other details.
- Favorite Poem Community Reading planning Committee meeting** with Moira Jo Trachtenberg, Catherine Wald (Katonah Poetry Series) and Board member, Barbara Chintz. Planning the community poetry reading which will be held outside the library on April 23.
- Blue Cloud Analytics** (workshop at WLS) This was a analytics introduction, where participants learned to navigate interface; run shelf list, weeding, and missing item reports; run bill, hold, and user reports; and save, export, share and schedule reports.

- Cultural Mile Luncheon at Bedford Golf and Tennis Club** sponsored by Edward Kelly to connect town organizations.
- Cen20ial Planning Committee** Planning for Katonah's 120<sup>th</sup> anniversary