

Katonah Village Library Board Meeting Minutes

Monday, June 26, 2017 --7:30 p.m.

Regular Meeting

Call to order (Virginia) at 7:39 p.m.

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

Absent: Susan Polos, Joe Stark, Rhea Johnson.

Minutes

Minutes from May 22, 2017, meeting were approved without exception.

Director's Report (Mary Kane) See attached Director's report.

- Tina the Turtle (Mary Kane). Mary Kane reported that Tina the Turtle, who had been ill in May, was doing much better. She had been seen by a local Vet who prescribed antibiotics and strongly suggested Tina spend more time outside. Another local vet has offered to help start up a crowd funding site for a new turtle-enclosure. The Board requested follow up information on the cost of the enclosure. Board suggested that Katonah Library be a part of the fundraising for Tina.

- Removal of Trees and bush (Mary Kane). There are pine trees and a mountain laurel bush that need to be removed. Mary Kane reported that Hawthorne Brothers gave her an estimate to take down the trees/remove bush. Mary still needs to go to the town to get permission to remove the trees and then apply for a permit. Stephen Brotmann said it sounds like a maintenance issue.

ACTION ITEM:

McDuffie Writer's Room Policy Motion to approve McDuffie Writer's room policy (attached) was introduced by Stephen Brotmann and seconded by Jack F. Board approved unanimously and Motion carried.

Finance (Treasurer Nathalie Dalrymple)

Nathalie gave a review of the very well attended Spring Fundraiser. Although some income and expenses still being tallied, it is estimated that KVL made \$25,000 net on the Spring

Fundraiser. The board had budgeted \$17,500 gross. (Last year's spring fundraiser made \$15,000 net.) Nathalie noted that the silent auction brought in \$3,580. Ticket sales accounted for \$15,500. Mary Kane noted that a few silent auctions items have yet to be retrieved and paid for; she has called those winning bidders to come to KVL to settle up.

Book Sale (Mary Herrnstadt)

Mary Herrnstadt and Mary Kane met with the Book Sale volunteer leaders to discuss succession plans for when those running the sale would like to step down. Ideally, whoever is to take over the sale will have a year or so of training. The workload is about 8 hours a week for the 11 months leading up to the book sale in Oct. Then the hours increase greatly. Mary H. is concerned that it will be hard to find one person to over the entire operation. Ideally, a couple could take over the job.

Mary H. notes that the work of the Book Sale falls into four main categories:

1. Publicity
2. Book sales to professional booksellers. This requires scanning and posting images of those valuable books for purchase by booksellers. Mary Kane suggested that this task could be done by a college intern.
3. Organizing the "pop-up store," aka the book sale event.
4. Taking in the money and organizing volunteers to staff the sale

Mary Kane is thinking of placing an ad for the position of Book Sale Coordinator in the KVL newsletter. Kate Galligan suggested that an ad in Katonah Parents Facebook would be good first step. If no one replies to Katonah Parents ad, then will put in library eblast. Barb C. asked that Board members be given a copy of the job ad so Board can put the word out.

Building and Grounds (Stephen Brotmann)

- ADA doors require a \$500 permit for installation. KVL is looking to install doors in late August when Library will not be very busy.
- Security Cameras. Steve Brotmann says Security cameras have arrived and are waiting to be installed sometime next week. Security cameras will be for the two rooms downstairs (Garden Room and Meeting Room) to deter possible theft of any exhibit materials and/or artwork. (Some artists have declined to participate in KVL art shows because there are no video cameras in the rooms.)
- New outdoor platform has been installed in the Serenity Garden.

Nominating Committee (Alan Eifert)

The committee has received two application documents for board membership, and is arranging to interview one of those applicants in the near future. The second applicant has been serving as a community member of the Finance Committee for a number of years, and thus is well known by current trustees; was suggested that an interview with this applicant may not be necessary.

Virginia urged all board members to be on the lookout for future board members, and when doing so, to be strategically mindful of the particular skills/experience of those trustees who are cycling off the board this year and next . Ask potential candidates if they would be interested and then give those names to the nominating committee to pursue further.

Programming (Jack Freudenheim)

- Concerts: Japanese concert is on schedule. Mary Kane suggested a concert candidate, a Baroque quintet called “Rebel”, recommended by another library.
- New Portable Speakers: Jack F. wants to discuss the \$5,000 grant to KVL from his employer, Adobe, which he would like used for music-related expenses. He would like to consider putting some of that award money toward a mobile PA system: two standing speakers that can amplify a speaker’s voice over a crowd in the garden or meeting rooms. We need something like two speakers on stands. (KVL borrowed two speakers from the town for the outdoor poetry event in April.) Jack said two speakers and mixer cost about \$2k to \$3K. Bose system is compact and can be packed up and put away when not in use. Steve Brotmann urged that the speaker system be easy to operate. It was suggested that Jack F. speak with KVIS board member Kelly Miller about the speakers she uses for her *Katonah Live* concerts at the library. The Board wondered if KVIS would be interested in contributing to the purchase of the speakers since they would improve sound quality at their Oscar night and other events. Alan Eifert said he could go to our community partners to ask if they will donate toward purchase of speakers. Mary K. said the improved speakers would be nice for such events as KVL’s upcoming Lincoln Center streaming on Jun 30th.
- Sculpture in the Library’s Plaza: This Sat., July 1 there will be a showing of three sculptures by artist Christopher Green in the Library’s Plaza area. At noon, there will be a reception, for the sculptor, Christopher Green. *The Bedford Record Review* will hopefully send someone to take pictures at the event. Barb Chintz suggested that there be a sign saying that KVL has free passes for Storm King.

Community Engagement Committee (Joe Tropiano)

- Website. The Website is moving along. It is at the stage of adding content to the pages.

- KVL survey The survey is finished and Mary Kane will put it in Survey Monkey and the Board can all try it out. The survey will be online for six weeks. Also agreed it would be good to have a “fill out our survey!” table near circ desk where patrons could sit and complete the survey using KVL-provided ipads. It is best to limit the number of paper surveys to patrons, since it would then require those responses to be manually entered into the online survey by KVL staff or volunteers. KVL will launch the survey at the Volunteer Fair. Note: Question was raised about whether the survey included demographic info (including age, children in household, etc.) so that valuable cross-tabulation could be done on the results. Joe T. said that we have not put in questions about demographics, but that we can still add that,. Joe will check with other library surveys to see how they did it. We can also make demographic questions optional. Board thought it a good idea to mention the survey in the Annual Appeal letter.

SPRING FUNDRAISER RECAP (Kate Galligan and Virginia Lanigan)

Virginia reported that we had around 250 attendees at the event, which is a record high. Asked trustees to review the fundraiser together so we could make notes about any aspects of the fundraiser that could be improved or changed. Following were some suggestions:

1. Email confirmation of cash sales for tickets.
2. There was a need for a fourth bartender.
3. Get a designated photographer (staff person) to cover the event.
4. Invite local press.
5. Block off access to upstairs (e.g. with a a velvet rope.)
6. Silent auction--- We need new fundraising strategies. Board felt there were too many silent auction items. Moreover, event-goers did not want to be interrupted by silent auction announcements, or to spend the time looking and bidding. Consider alternatives to silent auction for future at-event fundraising that are simple, fun, and a quick “give” for patrons.
7. Be sure to include specific KVL “mission pledge” opportunities (via donation sheet) at future keggers, e.g. “new planting for the front” or “display case for museum artifacts.”
8. Don’t forget to serve dessert. A few patrons mentioned they missed that at recent Kegger.
9. Shut down the bar at a specific (and specified) time to encourage patrons to settle up and head home.
11. Get good press. The LO-HUD announcement that fundraiser was “the hottest event” for the weekend helped. There were 100 ticket sales the night before event. We had 60 walk-ins at the fundraiser.

Meeting was adjourned at 9:02

Next Board Meeting: Monday, July 24, 2017 at 7:30 p.m.

Respectfully submitted, Barbara Chintz, filling in for Susan Polos, Secretary

Director's report: May 23-June 22-2017

Library Benefit

The *Spring into Summer Benefit* was a success, with an energetic crowd of around 250 attendees, lots of new faces, and delicious food/drink. Board Trustees and staff worked diligently to make this a memorable event.

Programs

The **Library's Book Group** discussed *The Postman Always Rings Twice* and *Double Indemnity* by James M. Cain. June 22 was the official opening of the YA room, with both teens and adults dropping by. Our program: Title IX Sexual Misconduct on College Campuses was well attended, as was the Self-Protection for College Bound Women workshop.

Musical Instrument Collection

As part of the Library's collection, we have purchased two new guitars, and several ukuleles, which patrons may check-out.

Tina the Turtle

Tina has had some health issues, evidenced when she stopped eating, and developed spots on her shell and legs. Stephanie and I brought her to the vet. After a few weeks of antibiotics, iodine soaks, and medicinal creams, she is eating again, and acting like her old self. We did find out, that as a River Cooter, she needs more time spent outside, and her tank should be cleaned more frequently. We have scheduled monthly cleanings.

Building

Due to an error on Atlantic Westchester's part, the library's air conditioner had intermittent issues for two weeks, and was finally fixed. A WLS circulation computer used for check-out needed to be replaced twice because of an electric

short. We also experienced a land line phone outage for two days after a brown-out.

Meetings and Events Attended

-Met with Pat Larkin, coordinator of The **Bedford Volunteer Fair**, Mary Herrnstadt, and Maura Rosenthal to discuss how the library can take over the volunteer fair as Pat is moving out of the area.

- **Staff Meeting**, 5/24

-**Book Sale meeting** with Mary Herrnstadt and Mary Hoholick to discuss Mary Hoholick's succession as Book Sale Coordinator.

-**Public Library Director's Association Meeting and Luncheon**

