

Katonah Village Library Board Meeting Minutes

Monday, May 22, 2017 --7:30 p.m.

Regular Meeting

Call to order (Virginia) at 7:36 p.m.

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

Absent: Nathalie Dalrymple

Minutes

Minutes from April, 2017, meeting were approved without exception.

Director's Report (Mary Kane)

Please see the report.

Approval of 2016 Annual Report

The Annual Report was approved. Rhea Johnson moved to approve and Steve Brotmann seconded. The vote was unanimous.

Finance (Treasurer Nathalie Dalrymple absent)

Nathalie will send a report. The first payment from the town has arrived. No concerns regarding income/expenses.

Book Sale (Mary Herrnsstadt)

Mary H. is working towards increasing book sale volunteerism. Sale begins Sat. Oct. 21 and ends Sat. Oct. 28. Volunteers are needed to help with set-up Oct. 14-18 and with breakdown on Sun. Oct. 29.

Building and Grounds (Mary Kane)

- The town building permit for construction on the ADA-compliant doors has been applied for and takes three weeks.
- Security cameras will soon be installed in Garden Room and Meeting Room by trustee Steve Brotmann.
- Sound/speakers in the Meeting Room are now working well after learning the proper adjustments.
- The installation of a bridging platform in the Serenity Garden -- between initial step-down and the first step of the stairs -- will be started soon.
- Down lighting on the stairs in the Serenity Garden has been installed.

Nominating Committee (Susan Polos)

The chair has reached out to our interested candidate and is in the process of scheduling a conversation with the committee. There is another possible candidate and we will follow up when we get the paperwork.

Personnel Committee (Stephen Brotmann)

- The Personnel handbook has been sent to a SECOND attorney for review.
- The staff is now wearing “name” plates that identify them as library staffers.

Programming (Jack Freudenheim)

A Japanese music concert is scheduled for October 5th. Jack F. has coordinated with John Jay High School. Jack F. received a \$5k grant for the library through his employer, Adobe, which Jack has asked be earmarked for music-related programming and materials.

Community Engagement Committee (Joe Tropiano)

- The new website is in vetting and editing process. The staff is looking at the site map/hierarchy of content to determine organization. There was consensus on the design.
- The patron survey has been drafted. The committee is still reviewing. Once finalized, survey will be deployed to patrons via emailed link to SurveyMonkey. We discussed benefits of also setting up a “survey” table at the library -- including fun signage, bowl of candy -- where patrons could fill out the survey in paper form.

Spring 2017 Fundraiser (Kate Galligan and Virginia Lanigan)

Spring Kegger will be Saturday, June 3rd, 7:30 – 11 pm. downstairs at KVL.

We meet at 2 pm to set up. We will have a Tapas food theme. Jennifer Niles will oversee the decorations. Logistics re delivery ad set-ups for beer and wine will be overseen by Joe Stark. Kate will make a special iced tea and Virginia will make Sangria. Bartenders and servers are organized. We discussed clean-up help for George as well. Trustees will have tags to wear at the event identifying us as trustees similar to those the staff is now wearing.

Meeting was adjourned at 8:45 pm

Next Board Meeting: Monday, June 25, 2017 at 7:30 p.m.

Respectfully submitted,

Susan Polos, Secretary

Director's report: April 25-May 25-2017

Programs

Great Courses focused on The American Revolution. **The World Affairs Book Club** discussed *The Extraordinary Life of Mrs. Adams* by Louisa Thomas and the **Library's Book Group** read *Nevermore* by Laird Hunt. **KPS's 50th Anniversary** had a full house at The Harvey School, with over 235 attendees. **Reflections of Einstein, The Death Café**, and a classical piano concert with **Alexandra Beliakovich** were all well attended.

Update on automatic doors

After a review process with architect Jack Whalen, the permit for the doors was submitted.

Building

On Mother's Day, when the library was closed, a boiler regulator valve broke, and the boiler room was flooded. Had the cleaning woman not heard the sound of water, the children's room would have been flooded. (She was able to call George

who came in and shut off the water.) Atlantic Westchester recommended putting a water sensor in the room so we are alerted when there is water on the floor. I have asked for pricing.

Change in Patron Registration

Due to a recent incident, new patrons must have a current photo ID when applying for a Katonah Library card and au pairs must use their employer's card, or have a letter of reference from the family who employs them in order to apply for their own card.

YA Room Update

The young adult room is almost finished, and will have an official opening day on Thursday, June 22.

Meetings and Events Attended

-Public Speaking: A Two Day Seminar Non Profit Westchester in partnership with Westchester Community College, 4/21 and 4/28, all day

- Staff Meeting, 4/26

-Library Programming Meeting 4/26 with Maura Rosenthal, Michael Robin and Stephanie Hartwell Mandella

-McDuffie Room Meeting: 5/3 Vicki Marwell and Barbara Chintz.

-Building Bridges LARC-WLA Conference 5/12 Keynote Speaker was Pamela Paul, editor, *The New York Times Book Review* and author of, *My Life with Bob: Flawed Heroine Keeps Book of Books, Plot Ensues*

-Fundraising Meeting, 5/10 with Virginia Lanigan and Maura Rosenthal

-Meeting with Hawthorne Trees 5/16 regarding yearly spraying of Serenity Garden and request for trimming estimate of bushes out front.

-Fundraising Meeting 5/17 with Virginia Lanigan and Rhea Johnson