

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

Regular Meeting

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

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

Absent: Joe Stark, Nathalie Dalrymple, Alan Eifert

Minutes

Minutes from the October meeting were approved without exception.

Director's Report (Mary Kane)

Mary asked those present to post about Giving Tuesday on social media.

Please see the Director's Report for additional information

Finance (Virginia Lanigan)

Virginia explained the newly-created Finance Policy, which codifies procedures and required signatures for all KVL payments, disbursements, and purchases. Most of these procedures have already been in place, but some additional safeguards have been added.

Prospect Capital Management, Trustee Natalie Dalrymple's employer, has gifted the Library \$30,000 in honor of Nathalie's six years of service on KVL's board. \$10,000 will go to the purchase of new chairs for the main floor of the library. At Steve's suggestion, we may reach out to someone who Joe T knows and ask about her possible help with corporate donations.

We will net \$47,000 - \$50,000 from Harvest Table (approx. \$3k in pledged donations from that evening remain unpaid), which is just slightly under the net income from 2016 Harvest Table. While our attendance (190) was under that of the 2016 event (210-220), the live auction for this year's event garnered more income.

ACTION ITEM: The KVL Finance Policy was approved by all present in a unanimous vote.

Book Sale (Mary Herrnsstadt)

The net income from the sale was \$19,700, which is about two thousand more than last year. The Thurs Night Preview Sale doubled the take from last year because qualifying donors were encouraged to invite their friends to attend. All agreed that opening up the Thursday Night Preview Sale to more people is a practice that should continue in the future. The issues being discussed now are whether the purchase of portable shelving would be a wise move, both because it would save money on rental shelving in the long run, as well as allow books to be placed directly on wheeled shelves in the Book Room during the sorting/pricing process and then simply be wheeled out to the sales floor

during the set-up for the Sale. Mary H. stressed that new young people are needed to volunteer, people with muscle who can help with set-up and breakdown for the sale.

Buildings and Grounds (Mary Kane)

ACTION ITEM: Purchase of a new projector for the Garden Room, not to exceed \$2,500, was approved by all present in a unanimous vote.

ACTION ITEM: Purchase of library chairs (36) at cost of \$10,000 was approved by all present in a unanimous vote. (This purchase will be paid from the \$30k gift from Prospect Capital Management.)

ACTION ITEM: Purchase of a defibrillator -- at a cost of \$631 which will augment the gift of \$600 from Mary Herrstadt -- was approved by all present in a unanimous vote. Once the defibrillator is inhouse, CPR training will be offered to staff and may be open to board members as well.

Nominating Committee (Susan Polos)

ACTION ITEM: The Board voted unanimously to accept the nominations put forth by the Nominating Committee for KVL board candidates Anthony Mamo, Craig Intinarelli, Michael Dwyer, Jennifer Versacci, and Susan Popovic. Susan Polos will notify the candidates via email, and invite them to attend the Staff/Trustee Holiday Reception on Dec. 18th.

Personnel Committee (Stephen Brotmann)

Mary shared her proposal for staff salary increases.

ACTION ITEM: The salary increases proposed by the director were approved unanimously.

Fundraising Committee (Kate Galligan)

Nothing to report.

Programming (Jack Freudenheim)

The new PA system worked well for the Harvest Table Fundraiser.

A group is meeting on Wednesday, Nov. 29th, to discuss 2018 storytelling programs. Jack is speaking with an Irish storyteller in Boston. Joe T., Barbara and Susan will join with Jack to work on this program. Melissa Heckler, storyteller, will join us.

Community Engagement Committee (Joe Tropicano)

We have about 350 responses to the patron survey. There will be another push via email. The majority of respondents are older (age 60+), so we'd like to encourage more patrons in younger demographics to complete the survey. Rhea will post the link to the survey on Katonah Parents FB Page. The survey will continue until the end of the year. Joe will put together a snapshot of the results.

The new KVL website will go live on or around January 2, 2018.

Executive Session (Director excused prior to the start of the session.)

The Board went into Executive Session to discuss the 2017 Performance Appraisal for Director Mary Kane.

Executive Session was ended at 9:15 p.m., and Regular Meeting was adjourned at 9:20 p.m.

Next Board Meeting: Monday, December 18, 2017 at 7:30 p.m. (A Holiday Reception for Trustees and Staff will be held at 7 p.m. that evening.)

Respectfully submitted,

Susan Polos, Secretary

Director's report: October 23-November 22, 2017

Programs

The Library had two successful fundraisers in October/November. **The Book Sale** and **Harvest Table** netted over \$70,000. **Great Decisions** focused on the *Future of Europe*, and the **World Affairs Book Club** discussed *A World in Disarray: American Foreign Policy and the Crisis of the Old Order* by Richard Haass. We had another very well-attended documentary from the series, **Food on Film**, with *The Bullish Farmer*. **Let me tell you a Story Memoir Writing Workshops—via the Creative Aging Grant--** had its first workshop (of six). Music lovers enjoyed our three workshops on **How to Play the Ukulele**, taught by Michael Dwyer (Finance Committee), and last Sunday's **Violin concert by Black Marble Duo**.

New York Library Association Conference

Stephanie and I attended NYLA in Saratoga Springs, NY from November 8-11. I took several workshops including *Level up Your Productivity*, *I STILL Don't Want to Talk About it* (tips and tools for personnel interactions), and *Bringing Friends Back from the Brink*. I also attended the *NYLA Dewey Scholarship Fund Benefit, Battle of the Library Bands*—where our own Stephanie Hartwell-Mandella performed jazz/blues with her group The Classics!

Building

We continue to have problems with water in our downstairs ductwork after a rain. As the water is not coming from within the room, Atlantic Westchester

believes the water is coming in the foundation from outside. The next step will be a camera through the ductwork.

Meetings and Events Attended

- Harvest Table Fundraiser *11/4*
- Westchester Library System Workshop: Sustaining Adult Learning Programs - *Learning from Creative Aging in Libraries 11/3*
- New York Library Association Conference *11/8-11/11*
- Tour of Ridgefield Library with Maura Rosenthal and Ali Vigil *11/15*
- Visit to sculptor Meredith Bergmann's studio with Maura Rosenthal and Ali Vigil: The Library would like to exhibit Ms. Bergmann's sculptures outside/inside.
- Westchester Library Annual Meeting *11/16*: with Judith Johnson, NYS Regent, 9th Judicial District, and Bernard Margolis, NYS Librarian & Assistant Commissioner for Libraries
- Staff meeting *11/22*