



We are community.

## **Katonah Village Library Board Meeting Minutes** ***Mon. June 24, 2019 pm***

### **Regular Meeting**

**Call to order** (Virginia Lanigan) at 7: 35 p.m.

**Present:** Barbara Chintz, Steve Brotmann, Mike Dwyer, Kate Galligan, Mary Herrnstadt, Craig Intinarelli, Rhea Johnson, Virginia Lanigan, Anthony Mamo, Susan Popovic, Joe Tropiano, Director Mary Kane

**Absent:** Jack Freudenheim, Vienna Wong, Jennifer Versacci

### **Minutes**

Minutes from the May 28<sup>th</sup> meeting were approved without exception.

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

Not included on attached report:

KVL is still having issues with technology, and the support of that technology, provided by Westchester Library System (WLS). At the June PLDA meeting, the Directors unanimously voted for a Motion and Action plan with a list of demands to WLS, enumerating the ways in which the libraries want WLS to resolve these IT problems. This was jointly submitted to WLS, with the directors asking WLS that these demands, and WLS' plan to address them, be discussed at the WLS meeting on July 18<sup>th</sup>.

As a result of the continuing significant technology problems, our patrons have experienced: an increase in fines on Children's books; issues with holds notifications; issues with printing; long wait times at check-out and reference--due to staff unable to sign onto the system--and difficulties in searching the new catalog. Additionally, staff has had to deal with: long wait times to login; months of receipt printer issues (after VDI implementation); issues with patron fines/ history migrating (leading to our need to waive most fines); problems with tech services, as the WLS provided label

printers is not compatible with the new catalog system, and long wait times on helpdesk tickets sent to WLS IT Dept. Directors are concerned that the 2019 circulation statistics of the 38 libraries in the Westchester Library System will be incorrect, as several libraries have noted an erroneous decrease in stats, which could impact annual reports. Katonah Library has lost fine money (a budget line) as has been forced to waive fines (based on Children's fines problems) and because staff has had to spend time on work-arounds (i.e. how to print spine labels).

KVL recently switched to a new website host since we were having interruptions and hacking on our WLS-hosted website. The most recent hacking occurred just prior to the Spring into Summer event, and there was no tech help available through WLS for three days.

**ACTION ITEM:** Request for capital expenditures to purchase new computers, monitors, updated software, and necessary accessories. Equipment and software will be used for bookkeeper, Outreach Coordinator, Children's Room and laptop for use with 3D printer & meeting room.

Motion to approve the computer purchase requested for total expenditure not to exceed \$6,000, made by Steve B., seconded by Rhea. Motion approved unanimously.

### **Finance Report (Dwyer)**

KVL is on track through May. Spring into Summer fundraiser earned a net of approx.. \$24k, which is about \$4K more than last year's event. Event was sold out.

### **ACTION ITEM: NYS Annual Report**

Motion to approve the Annual Report with corrections to line items 11.35 and 12.40 was made by Virginia, seconded by Joe Tropiano. The Motion passed unanimously.

Note for Future Action: Joe Tropiano noticed on the Annual Report that KVL has no Disaster Plan. It was agreed by Trustees and Mary K. that one should be created. Mary will be gathering some existing Disaster Plans from other libraries to use as a model for KVLs. Board will follow up with Mary on this topic at July board meeting.

### ***Spring into Summer* fundraiser recap:**

Discussion on various aspects of the event, with some thoughts and suggestions for possible improvements (e.g., traffic flow near self-serve beverages) and positive patron feedback on new elements (such as the name tags.) All agreed that the event was a success. Mary K. sent out a survey last week to attendees of the event to solicit their feedback. Virginia will send a summary of those survey responses to the Board once most responses have been submitted (in about a week.)

### **Book Sale Committee** (Herrnstadt)

Book Sale managers have been discussing what to do with leftover books from the sale, since KVL's longtime used-book retailer has indicated it will stop taking KVL's leftovers next year. Book Sale managers are working to identify a solution that can be put into place in 2020.

KVL will set up a Book Sale during the Katonah Sidewalk Sale days, July 19 and 20<sup>th</sup>.

Last day to donate books to the Book Sale is June 29<sup>th</sup>.

### **Buildings and Grounds** (Mamo)

Still gathering bids for new air conditioning unit in ground floor Garden Room. A few Trustees gave Mary names of more HVAC companies to contact.

### **Nominating Committee** (Brotmann)

Steve is talking to candidates.

Three Trustees will be cycling off the Board in Dec. 2019.

### **Personnel Committee** (Tropiano)

Every employer in NY is required by law to provide annual sexual harassment prevention training once a year. Mary will be conducting these sessions herself with current staff at the July meeting. When timing allows, future new hires will be able to take Sexual Harassment training at WLS headquarters.

**Programming Committee** (Freudenheim)

International Orange music group performed at KVL on Friday, June 7<sup>th</sup>, and attracted a small but enthusiastic audience. Thin attendance because of carnival. All agreed it was not an ideal time to have a concert (i.e. carnival in progress, and could not be fully promoted on KVL website in the lead-up to the Spring Fundraiser, which took place just one week prior.

Lauren Acampora book-reading/signing for her new novel, *The Paper Wasp*, event on Friday, June 21<sup>st</sup> was very well attended (100+)

**Strategic Planning Committee** (Versacci)

The committee met for the third time in June to discuss analysis charts of regional NFPs, and will be meeting again in mid July. Jennifer plans to present current findings to the board at July meeting.

The meeting was adjourned at 8:39 p.m.

The next meeting is Monday, July 29, at 7:30 p.m.  
(No meeting in Aug.)

Respectfully submitted,

Barbara Chintz, Secretary

Attached is the Director's Report



# KATONAH VILLAGE LIBRARY

*We are Community . . .*

*May 24-June 20, 2019*

## **Programs**

The Library has two new language programs, for Adults: **Beginning Spanish Conversation**, and for children **Cuentos y Canciones** (Stories and Songs). Long-time staff member Rosamargarita De la Parra is the storyteller! The Library's **Sit and Knit Group** went on a knitting rampage and festooned the library in knitted flowers. Jack Freudenheim and Mike Dwyer (our music committee) coordinated another well received concert, with **International Orange**. The Library's book group read *The Good Lord Bird* by James McBride.

## **Katonah Village Library Scholarship**

Kerry Naso, JJHS graduating Senior, was awarded the Katonah Village Library scholarship for volunteering her time and talent to the Library's Children's Room. Kerry has demonstrated commitment to the Library and community over several years. She will be attending the United States Coast Guard Academy.

## **PLDA Meeting and Issues with WLS Technology Department**

At the last PLDA Meeting, the directors met *without* WLS staff present. All directors expressed dissatisfaction with IT management and the quality of IT services and unanimously endorsed an action plan which demands a response by the July 18 PLDA meeting. Katonah Library patrons have not been receiving satisfactory services. The staff is frustrated as cannot perform (once simple) tasks. A good deal of my time is now spent on IT issues and because of the problems with WLS IT, and the lack of information, I have had no other recourse than to join two WLS committees: one focused on the new system and migration issues and the other on WLS technology. This is not the best use of my time, but until WLS resolves its IT infrastructure issues, this is the only way for me to keep up to date on the issues.

## **Meetings Attended**

- Executive Meeting PLDA, White Plains
- Public Library Director's Association Meeting (PLDA) at WLS
- Technology Committee (at WLS)
- Staff Meeting
- Book Sale Meeting
- Strategic Planning Committee
- Celebration at Whitlock for Katonah Art Stroll's "Best Community Event"/Westchester Magazine.