



## **Katonah Village Library Board Meeting Agenda** ***Monday November 25, 2019, 7:30pm***

### **I. CALL TO ORDER (Virginia Lanigan) at 7:41 pm**

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

Absent : Vienna Wong

### **II. APPROVAL OF MINUTES FROM October 28, 2019** Minutes approved without exception.

### **III. FINANCE REPORT (Dwyer)**

-- Harvest Table netted about the same as last year, another indication that we have reached the ceiling of the income these fundraising parties can earn.

-- Our expenses for clerical (staff salaries and benefits) and facilities (incl. WLS dues) will result in another deficit year. This is due mainly to rise in minimum wage, which increased our personnel costs. The Town's funding has not kept pace with our increases in operating expenses.

### **IV. DIRECTOR'S REPORT (Mary Kane)**

See below, and attached)

**ACTION ITEM:** Motion to approve purchase of new phones throughout library. Approved unanimously.

### **V. DEVELOPMENT COMMITTEE (Kane, in Wong's absence))**

The Annual Appeal campaign is in progress. Since all print Appeal letters were personalized, segmented and coded this year for the first time, we are able to confirm that, thus far, we have acquired over \$12,000 in donations from lapsed donors. (Those who have not given donations in 3 or more years.)

## VI. BOOK SALE COMMITTEE (Herrnstadt)

We grossed slightly less this year, but because we saved money on shelving costs thanks to purchase of rolling shelves last year, we came out ahead on net income. In adding in the upstairs book sale table earnings (\$5,000), and sale of Grisham special edition (\$3,500), we made in total \$31,000. The downside of the book sale: It is difficult to get new volunteers And since Better World Books won't take our unsold books next year, we will have to find a new venue to donate our unsold books (usually about 300 boxes.)

## VII. STRATEGIC PLANNING COMMITTEE (Versacci)

Will be meeting next on Dec. 5<sup>th</sup>.

## VIII. NOMINATING COMMITTEE (Brotmann)

ACTION ITEM: Motion made to approve Ian Shaw and Amy Drucker as incoming Trustees, with their terms to begin at January 2020 board meeting. Motion approved unanimously.

[Board members who are departing the board at end of 2019 are Steve Brotmann, Jack Freudenheim, and Kate Galligan.]

## IX. BUILDING AND GROUNDS (Mamo)

The Garden Room needs a new split system A/C, which will cost \$17,000.

Additionally, the HVAC system throughout the rest of the building should be updated with an internet-connected control system software that would allow Director and staff to control temperatures in the building. (In the past, KVL Director had to call KVL's HVAC contractor to adjust the temperatures.) This update will save us money because Director can schedule temperature settings throughout days and weeks to optimize energy- (and cost-) efficiency. This software system will cost \$10,000.

ACTION ITEM: Motion made to approve the appropriation of approximately \$27,000 for HVAC improvements as described above. The motion was approved unanimously.

## X. PROGRAMMING COMMITTEE (Freudenheim)

Gamelan puppet concert is March 14<sup>th</sup>. Need to start publicity for it soon. Jack has actual puppets he could put on display at Library.

Kosovo music concert will be held some time in January.

Jack has had preliminary discussions with two additional bands regarding performance in the winter months.

Memoir series. Barb explained that a new “memoir” series will begin on Sunday that will have memoirists come and read from their work and answer questions posed by the moderator and by audience. Jack expressed interest in getting more Moth story tellers.

#### XI. MISCELLANEOUS BUSINESS.

This year, at recommendation of Mary Kane, we are not inviting staff to a holiday reception before the start of the December board meeting. Instead, the Board will contribute a food platter for the staff to enjoy (Mary Kane will advise on best type and timing for that.)

At the December 16<sup>th</sup> board meeting, trustees will bring food and drink to as a way to celebrate the holidays together. (Barb Chintz will organize food and drinks.) Steve Brotmann will invite our two incoming trustees to attend. In the midst of our conviviality, we will conduct our full December meeting, including all committee reports, and will have at least one important action item on the agenda (the approval of our 2020 budget.)

#### XII. EXECUTIVE SESSION

At 8:50 pm. we went into Executive session to discuss and approve staff salary/hourly compensation for 2020.

#### XIII. RECALL TO REGULAR SESSION.

ACTION ITEM: Motion made to approve increase of up to \$16,000 in total for staff salary/hourly pay. Motion approved unanimously.

Board Meeting was adjourned at 9:50 pm.

Next board meeting is Monday. Dec. 16<sup>th</sup> at 7:30 pm.

Respectively submitted,

Barbara Chintz, Secretary



# KATONAH VILLAGE LIBRARY

*We are Community...*

*October 24-November 21, 2019*

## **Programs/Events**

**The Harvest Table Library Benefit and Auction** was enjoyed by all attendees. It was a beautiful fall evening with delicious food, jazz and a fun/successful auction. Gail Ames was the honoree, and a spiral wishing well was donated to the library in her honor. **KVIS and KVL** cosponsored an evening with **illustrator/author John Donohue**, who wrote and illustrated *All the Restaurants in New York*. In one particularly busy weekend the library hosted **The Northeast Etsy Fair, Katonah Art Stroll** with the Katonah Museum of Art Artists' Association and **The Storytelling Series** with Moth Slam winner Jamie Brickhouse. **Katonah Poetry Series** welcomed poet Deborah Landau. **The Library's Book Group** read *Something in the Water* by Catherine Steadman and **World Affair Books** discussed *The Guns of August* by Barbara Tuchman. **The Great Decisions** talk centered on the Korean Peninsula situation.

## **Leadership Retreat: Being A Successful Executive Director [Latham, NY]**

I attended a 3-day workshop in Latham NY for Directors sponsored by New York Council of Nonprofits. Topics covered included financial management, engaging the Board and successful fundraising, managing risks in human resources, understanding employee benefits, marketing and branding, the NYS nonprofit Revitalization Act and how to be more strategic in culture and Board development. Participants were also able to meet with lawyers, forensic auditors and other specialists specific to nonprofits. I will be implementing what I learned!

## **Meetings/Events Attended**

- Westchester Library System Board Meeting with Virginia Lanigan
- New York State and Local Retirement System (**NYSLRS**)
- Meeting with Michael Gitlitz, Katonah Museum of Art Director
- Leadership Retreat: Being A Successful Executive Director [Latham, NY]
- Finance Committee