



Katonah Village Library Board Meeting Agenda
Monday December 16, 2019, 7:30pm

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM November 25, 2019
- III. PRESENTATION: Michael Robin and Claudia Uccellani
- IV. FINANCE REPORT (Dwyer)
 - a. APPROVAL OF 2020 LIBRARY BUDGET
- V. DIRECTOR'S REPORT
- VI. DEVELOPMENT COMMITTEE (Wong)
- VII. BOOK SALE COMMITTEE (Herrnstadt)
- VIII. STRATEGIC PLANNING COMMITTEE (Versacci)
- IX. NOMINATING COMMITTEE (Brotmann)
- X. BUILDING AND GROUNDS (Mamo)
- XI. PROGRAMMING COMMITTEE (Freudenheim)



Regular Meeting Minutes December 16, 2019

Call to order (Virginia Lanigan) at 8:14 p.m.

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

Absent: Mary Herrnstadt

Minutes

Minutes from the November meeting were approved without exception.

Special Presentation

KVL's Children's Librarian, Claudia Uccellani, and YA/Adult Librarian, Michael Robin, met with the Board to report on programs and activities in their respective areas.

Ms. Uccellani presented data demonstrating the increase in KVL's children's programming. She discussed the "Every Child Ready to Read", and the "1,000 Books before Kindergarten" initiatives, two early literacy programs in which KVL participates, and also noted the increase in participation in the Summer Reading Program. Claudia stressed the importance of outreach, and discussed how she regularly visits Katonah Elementary School, encouraging children to read and get their own library card, and does a storytime at the Community Center of Northern Westchester. The Children's Room also provides volunteer opportunities for local children.

YA/Adult Librarian Michael Robin discussed his continuing efforts to reinvigorate the YA area. KVL offered 156 YA programs in 2019, an increase from the 80 programs offered last year. “Magic the Gathering” has been a popular program, with a cumulative attendance of more than 1000 teens so far. Mr. Robin shared his view that the most successful programs are the ones created, marketed, and run by teens, and reported that there are 7th graders running some KVL programs.

Finance Report (Dwyer)

While there remain a few more weeks of the 2019 Annual Appeal, early results indicate that the Appeal will meet or exceed the goal set.

Deficits: We will finish the 2019 year with a \$50K operating deficit. We will immediately request a meeting with the Town Board for early February in order to discuss future funding. Director Mary Kane has already made expense cuts that will be realized starting in the 4th quarter of 2019 and has created a contingency plan identifies another \$20k in potential expense cuts for 2020, which includes a decrease in the library’s hours of operation.

Action Issue: Motion was made, and seconded, to approve 2020 Library budget. The motion was approved unanimously.

Director’s Report (Kane) **Below**

IT services from WLS:

KVL, and many other WLS libraries, continue to struggle with ongoing service failures and poor performance of IT systems. So far, WLS’s IT audit has not yet begun, and so identifying the sources of the IT failures, and the solutions to same, have not yet been provided by WLS to its member libraries. KVL is strongly considering outsourcing its network to a commercial firm instead of using WLS.

Development (Wong)

The research and analysis work of Development Committee was provided to the Strategic Planning Committee to inform their work. It will also help to inform the narrative of KVL’s presentation to the Town of Bedford at the proposed February meeting.

Strategic planning (Versacci)

We have finished the strategic plan. We want to bring the board together in January at a special Board retreat to share the draft plan and get comments and ideas to bring it to finalization. Virginia will send possible dates for that retreat out to the trustees as soon as possible.

Building and Grounds (Mamo)

Have not met with Atlantic Westchester to obtain definitive numbers for the maintenance contract for HVAC system.

Programming (Freudenheim)

Jack is planning on March 14, 2020 for the Gamelin Puppet Show. Considering presenting the program on main floor because it will allow more room for the performance and for attendees.

Departing Trustees:

Mary Kane thanked departing trustees, Jack Freudenheim, Steve Brotmann and Kate Galligan. She gave each a commemorative plaque for their service as board trustees.

The meeting was adjourned: 9: 46pm.

The next Board Meeting is Monday, Jan. 27, 2020

Respectfully submitted,
Barbara Chintz, Secretary

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Director's Report

November 22-December 12, 2019

Programs/Events

Local author **Noel Rae** presented his book *The Great Stain: Witnessing American Slavery*, with excerpts read by actress Dawn Brown-Berenson. **Two art exhibits** opened: John Fry's *Near*, which explores Katonah's Hidden and Unhidden Beauty and Cori Lapin-Cohen's *Botanicals*. **The Library's Book Group** discussed *The Mars Room* by Rachel Kushner, and the **World Affairs Book Club** covered *The Guns of August* by Barbara Tuchman.

Update on IT issues, Westchester Library System

Summarization from the November 26 WLS Board Meeting I attended with several other Directors and Library Board Members:

- Many libraries continue to struggle, with public service taking a major hit.
- Real financial losses were reported by libraries. One of the WLS board members noted that we should revisit **the idea of compensation for hours lost**.
- Many libraries expressed a desire to distance themselves from WLS It completely.
- WLS-IT is waiting on the IT audit to make any major changes. Concerns about network security were expressed. Concerns were expressed that waiting for the audit responses to address problems is causing us to wait too long.
- Three companies responded to the three RFPs and WLS is wading through the responses.
- More money has been put toward IT in the 2020 budget.

WLS-IT Network being outsourced

On December 3, a WLS-It technician made a site visit to Katonah Library with an outside consultant. WLS has outsourced all the network issues and maintenance to an outside company, Compufit. (None of the Directors were told about this outsourcing.) The Compufit technician noted that our current network switch is very old.

Meetings/Events Attended

- Westchester Library System November Board Meeting
- Staff Meeting
- DonorPerfect Training, NYC
- Strategic Planning Meeting
- Development/Finance Meeting
- Personnel Meeting