



Katonah Village Library Board Meeting Agenda
Monday February 24, 2020 7:30pm

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM January 27, 2020
- III. Katonah Poetry Series presentation
- IV. FINANCE REPORT (Lanigan for Dwyer)
- V. ANNUAL APPEAL REPORT
- VI. DIRECTOR'S REPORT
- VII. 2020 Policies/Statements for Board Member Signatures
 - a. Conflict of Interest, Trustee Ethics Statement and Whistleblower
- VIII. DEVELOPMENT COMMITTEE (Chair: Wong)
- IX. BOOK SALE COMMITTEE (Chair: Herrnstadt)
- X. STRATEGIC PLANNING COMMITTEE (Chair: Versacci)
 - a. ACTION ITEM: APPROVAL OF STRATEGIC PLAN
- XI. NOMINATING COMMITTEE (Chair: Intinarelli)
- XII. BUILDING AND GROUNDS (Chair: Mamo)
- XIII. PROGRAMMING COMMITTEE (Kane for Dwyer)

XIV. FUNDRAISING

- a. Spring into Summer

XV. TECHNOLOGY COMMITTEE

XVI. EXECUTIVE SESSION

Regular Meeting Board Meeting Minutes

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

Present:

Barbara Chintz, Amy Drucker, Rhea Johnson, Virginia Lanigan, Susan Hayes (Popovic), Mary Herrnstadt, Anthony Mamo, Ian Shaw, Joe Tropiano, Jennifer Versacci, Vienna Wong, Director Mary Kane

Absent:

Mike Dwyer, Craig Intinarelli

Visitors:

Oscar Davis, President of Board of Trustees of Mt. Vernon Library;
Katonah Poetry Series Executive Board Members.

Minutes

Minutes from the January meeting were approved without exception.

Katonah Poetry Series (KPS) presentation

Outgoing KPS President Leisha Douglas, along with new co-Presidents, Jim Garver and Steve Weiner provided a brief history, and current status, of the series.

Finance Report (Lanigan, for absent Dwyer)

Virginia Lanigan presented a summary of the public working session with the Bedford Town Board on Feb. 4, where KVL asked for an additional \$195,000 in funding in order to restore the level of funding (i.e., % of KVL operating costs) the Town had provided to KVL prior to the 2011 funding cut. The three Bedford libraries are going to meet with Chris Burdick in late March to go over the finances – of the libraries and of the Town -- in detail. The Board discussed the importance of rallying public support and encouraging residents to voice their support of KVL via letters to the editor of local papers, and through calls and letters to the Town board. Virginia will send talking points to the board so that each trustee can confidently explain the core facts of KVL's funding request to friends, neighbors and acquaintances.

Fundraising presentation (Ellen Waltmyer, KVL Development Manager)

The Annual appeal raised nearly \$91k for entire fiscal 2019, with approximately \$60k of that generated by the Annual Appeal direct mail campaign begun in November 2019. The direct mail campaign acquired 63 new donors; the response rate from active past donors was 4%; the response rate from lapsed donors was 21%; the response rate from former trustees was 54%. The "Board Matching Challenge Grant" was reached in 3 days. Ellen proposed that trustees come to library to make thank-you phone calls to Annual Appeal donors.

Spring Into Summer Fundraiser (Lanigan)

Date for Spring fundraiser is set for Saturday, May 30.

Director's Report (Mary Kane) -- Attached below

ACTION ITEM:

Motion to approve purchase of new water fountain (with cost up to \$2,000) of which \$1000 will be covered through the \$1000 donation by Katonah Village Improvement Society (KVIS).

Motion approved unanimously.

Meeting with Library Consultant (Lanigan)

The special Board meeting with library funding consultant that was scheduled for Saturday, February 29th has been put on hold for time being.

Development Committee (Kane, for absent Wong)

Committee will meet on March 10th

Book Sale Committee (Herrnstadt)

KVL began accepting used books for the 2020 book sale on Feb. 1. Only 5 boxes per week per patron are allowed. If a donor would like to bring more boxes, an appointment is needed.

Strategic Planning Committee (Versacci)

Jennifer circulated the Strategy Plan to the Board for any edits. The Strategic Plan will be contained on one page, which will be made available to the public via the KVL website.

ACTION ITEM:

Motion to approve Strategic Plan.

Motion approved unanimously.

Building and Grounds (Intinarelli)

Mary will sign the annual “preventative maintenance” contract with Atlantic Westchester for \$7,300.00. The agreement covers four maintenance visits per year; cleaning, adjustment, lubrication and calibration of equipment, one condenser coil cleaning, automatic temperature control service, operational analysis of the system and efficiency testing.

Craig will create, pro bono, the architectural plans for the new ADA-compliant restroom on the main floor of the library. Mary will be applying for a NYS Construction Grant to cover up to 50% of the building costs for the project.

Programming Committee (2020 Chair: Dwyer)

The Javanese Puppet show will happen on March 14th in the main floor of the library.

Adjourned to executive session at 9:02

Returned from executive session at 9:25

The meeting was adjourned: 9:26 PM.

The next Board Meeting is Monday, Mar. 23, 2020

Respectfully submitted,

Barbara Chintz, Secretary

Director's Report

January 28-February 21, 2020

Programs/Events

The group Lisa's Pieces performed for a crowd of over 100 "foot-stomping" attendees. The Library is currently hosting the Gradual Installation of the Book Sculptures of Shiela Hale. Look on the main level for displays that surprise and provoke your idea of a book. This month, World Affairs Book Club covered *A Woman of no Importance* by Sonia Purcell and The Library's Book Group read *Dandelion Wine* by Ray Bradbury. Great Decisions discussed India and Pakistan.

AARP Tax-Aide started on February 4th. This popular service will run every Tuesday until April 14th. Chair Yoga and Open Bridge continue to attract a regular following. Monday's and Wednesday's Tech Drop-in attracts a consistent stream of mostly seniors in need of technology help.

Library maintenance

George and a helper painted both meeting rooms, hallway, and the wall leading upstairs.

3-d Printer

The Library's original 3-d printer reached its lifespan, and it was discovered it would be cheaper to buy a new one rather than order parts for the original model. An Ender 3 Pro was ordered and put together by the Library's page.

Tina the Turtle Update

Tina's long-time tank cleaning company suddenly stopped coming to the library and would not return calls, resulting in a scramble to find a new provider. Claudia and I met with several companies and settled on Life Aquatic. A heater and timers were added, and the filtration system fixed.

Tina is seemingly pleased. 🐢

Meetings/Events Attended

- Programming Meeting with staff
- Nagasaki Photo Exhibit Opening reception
- Work Session with Bedford Town Board (Lanigan/Dwyer)
- Lisa's Pieces Library Concert
- Meeting with Network Support Company (IT option)
- Building and Grounds Committee (Mamo and Shaw)
- KVL Technology Committee (Versacci and Drucker)
- Storytelling/Memoir Meeting (Chintz)
- Workshop: How to Succeed with E-Rate (New Rochelle Library)
- WLS Tech Committee Meeting
- WLS Finance Committee Meeting
- Census Site Visit with WLS Coordinator
- PLDA January Meeting