



**Katonah Village Library Board Meeting Agenda**  
***Monday January 27, 2020 7:30pm***

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM December 16, 2019
- III. 2020 BOARD OFFICERS -- NOMINATION & VOTE
- IV. 2020 COMMITTEES (Lanigan)
- V. FINANCE REPORT (Dwyer)
  - a. Summary: Town Meeting, February 4<sup>th</sup>
  - b. APPROVAL: Consultative workshop to explore Library's legal/funding structure
- VI. DIRECTOR'S REPORT
  - a. APPROVAL: Library merchandise purchase
- VII. ACTION ITEMS:
  - a. Chase as authorized bank and authorized trustee signatories
  - b. JP Morgan as authorized investment advisor and authorized trustee signatories.
- VIII. Policy Statements/packet for New Board Members
  - a. Board packet: Conflict of Interest, Trustee Ethics Statement, Whistleblower policy & *New York State Handbook for Library Trustees*
- IX. DEVELOPMENT COMMITTEE (2019 Chair: Wong)

- X. BOOK SALE COMMITTEE (2019 Chair: Herrnstadt)
- XI. STRATEGIC PLANNING COMMITTEE (2019 Chair:Versacci)
- XII. NOMINATING COMMITTEE
- XIII. BUILDING AND GROUNDS (2019 Chair: Mamo)
- XIV. PROGRAMMING COMMITTEE



## **Regular Meeting Board Meeting Minutes**

**Call to order** (Virginia Lanigan) at 7:38 p.m.

**Present:** Barbara Chintz, Amy Drucker, Mike Dwyer, Craig Intinarelli, Rhea Johnson, Virginia Lanigan, Joe Tropiano, Jennifer Versacci,  
Director: Mary Kane

**Absent:** Vienna Wong, Susan Popovic, Tony Mamo, Ian Shaw

### **Minutes**

Minutes from the December meeting were approved without exception.

### **Board Officers for 2020.**

#### Nominees:

President: Lanigan

Co-Vice Presidents: Johnson and Tropiano  
Co-Treasurers: Dwyer and Hayes (Popovic)  
Secretary: Chintz

**Action Item:**

Motion to approve officers was put to a vote.  
Motion was passed unanimously.

**Finance Report (Dwyer)**

2019 fiscal year: we finished the year with ~ \$50K operating deficit. We transferred funds from the Capital Reserve account to fill that deficit. The increase in operating expenses in 2019 was driven by health insurance costs and minimum wage increases.

Town Board Meeting

The three libraries are on the agenda at the Work Session of the Town of Bedford public meeting on Tues. Feb. 4<sup>th</sup>. During their 30-minute segment, KVL (Dwyer, Lanigan) will illustrate the cause of our operating deficit by presenting the pre- and post-2011 financial history of KVL's operating budget and Town of Bedford's funding.

Signatories

*Re Chase Bank as Authorized Depository, and Authorized Signatories for Chase Account.*

It is resolved that the Chase Bank is herewith designated as an authorized depository of this non-profit organization, and that one or more deposit accounts be opened and maintained at said bank and that any of the present holders of the following office, to wit:

- Virginia Lanigan, President
- Rhea Johnson, Co-Vice President
- Joseph Tropiano, Co-Vice President
- Michael M. Dwyer, Co-Treasurer
- Susan Elizabeth Hayes (Popovic), Co-Treasurer

are authorized on behalf of this organization to sign checks, drafts, instruments or other orders for the payment of money, to endorse checks and otherwise deal with said bank, in connection with the foregoing activities.

*Re Authorized Signatures for Morgan Stanley Investment Accounts*

Is it resolved that the President, Co-Vice Presidents and Co-Treasurers of this corporation, or any one of such officers, are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness or other securities (including short sales) now or hereafter standing in the name of or owned by this corporation, to purchase stocks, bonds, debentures, notes, evidences of indebtedness and other securities (on margin or otherwise), and

to make, execute and deliver, under the corporate seal of this corporation, any and all written instruments necessary or proper to effectuate the authority hereby conferred.

It is resolved that the documents from the Morgan Stanley Smith Barney LLC organization entitled "Authorized Persons and Enabling Resolutions for Corporations" be approved as completed (copy to be attached to the minutes of this meeting), and that the new officers be requested to sign those documents on behalf of the library. New Officers for 2020 are as follows:

- Virginia Lanigan, President
- Rhea Johnson, Co-Vice President
- Joseph Tropiano, Co-Vice President
- Michael M. Dwyer, Co-Treasurer
- Susan Elizabeth Hayes (Popovic), Co-Treasurer

**ACTION ITEM:**

Motion to approve signatories.

Motion approved unanimously.

Donation from KVIS

KVIS presented Mary Kane with a donation check to KVL for \$2,0000.

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

Library Consultant

We will hold a special Board retreat on a Saturday morning in late February (date to be announced) with library funding consultant Jerry Nichols.

**Action Issue:**

Motion to approve Library Merchandise expenditure of \$1,800.

Motion to approve the funding first merchandise was passed unanimously.

Development Committee (Kane, for absent Wong)

Spring into Summer Fundraiser is slated for June 6<sup>th</sup>. We need volunteers for the Planning Committee.

**Book Sale Committee** (Chair: Herrnstadt)

KVL will start accepting used books for the 2020 book sale on Feb. 1. The Book Sale committee is trying to mix up their pricing — they want to do half-price markdowns sooner in the sale to get books out sooner. They are partnering with other libraries and new groups that will take the unsold books. Going to do sidewalk sale in July, both inside and outside.

**Strategic planning** (2019 Chair: Versacci)

In advance of the next Board meeting, Jennifer will circulate the Strat Plan to the Committee members for their final edits, and then send the revised Plan to the rest of Board.

**Nominating Committee** (2020 Chair: Intinarelli)

Nothing to report.

**Building and Grounds** (Intinarelli)

Discussion with Atlantic Westchester ongoing re maintenance contract for 2020.

Mary has been having issues with temperature control in certain zones in the library.

The planning for the AC split in progress. Atlantic Westchester will do the work, based on examination of bids received in 2019. AW working up costs for installing the condensing unit up on roof.

**Construction of new ADA-compliant Bathroom on main floor.**

Mary Kane reported that up to 50% of budget may be covered by NY state construction grant.

**Programming Committee** (2020 Chair: Dwyer)

Lisa Pieces band performing at KVL on Feb. 8 at 7:30. Can buy tickets online.

KVL received grant for Javanese Gamelan Puppet Show. Charging only for adults in order to cover food costs. Date is set for March 14.

**Technology Committee** (2020: Versacci)

Nothing to report.

The meeting was adjourned: 8:55 PM.

**The next Board Meeting is Monday, Feb. 24, 2020**

Respectfully submitted,  
Barbara Chintz, Secretary



**KATONAH VILLAGE LIBRARY**  
*We are Community...*

*December 13, 2019-January 23, 2020*

*Director's Report*

**Programs/Events**

The **art exhibit** *Forget Nagasaki: The Arresting Snapshots of Robert Mottola* is on display through February 14<sup>th</sup> in the Meeting Room. The photos are thought to be some of the first photos taken after the devastation. **The Library's Book Group** discussed *The Last Painting of Sara de Vos* by Dominic Smith. **World Affairs Book Club** covered *Presidents of War* by Michael Beschloss and **Great Decisions** covered the role of foreign policy in recent US elections. **Young Adult programs** included the ever-popular Magic the Gathering, Open Mic, 3-Doodlers, Intro to Improv, and Upcycling Clothing, a program generated and run by teens.

**Census Partnership**

Westchester Library System is teaming up with the Census Bureau, and

participating libraries will have kiosks locations with privacy screens and wifi hotspots for people to take the census. Katonah's three supervisors are in the process of being trained through WLS workshops and the library is holding a recruitment event for Census takers.

### **Update on IT issues, Westchester Library System**

WLS requested that libraries sign a Network Proposal essentially protecting the cooperative's finance model. Reasoning: In May of 2019, WLS-IT signed a 3-year contract with Lightpath. Recently, Mt Vernon Library terminated their network line with WLS and went with their own network, refusing to pay for the remaining 2.5 years left of their WLS network fee. Therefore, WLS had to shift the funds of the finance model, with all the other libraries absorbing Mt Vernon's fee. At the PLDA meeting on January 8<sup>th</sup>, the new IT budget presented was not met favorably and the group asked WLS to recalculate the model using the old formula for the network connectivity column, as the levels of connectivity, while mentioned at a meeting, was never discussed in terms of financial impact or approved by the directors. It was also requested that WLS bear the cost of Mount Vernon pulling out, since none of the member libraries were consulted about the new contract with Lightpath. Also, the PLDA passed a resolution asking WLS to provide 5 years' worth of financial reporting on the IT budget so that we can better understand what is available in the fund balance that originally came from IT.

### **Meetings/Events Attended**

- Staff Meeting
- Board Strategic Plan Retreat
- Prep Meeting for Town Meeting
- WLS Tech Committee Meeting

-PLDA January Meeting

-Meeting with Bedford Village/Hills Directors