



Katonah Village Library Board Meeting Agenda
Monday November 23, 2020, 7:30pm

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM *October 26, 2020*
- III. FINANCE REPORT (Dwyer)
- IV. DIRECTOR'S REPORT (Attached below)
- V. DEVELOPMENT COMMITTEE (Wong)
- VI. BUILDING AND GROUNDS (Mamo)
- VII. NOMINATING COMMITTEE (Intinarelli)
 - a. ACTION ITEM: BOARD VOTE ON TRUSTEE NOMINEES
- VIII. EXECUTIVE SESSION
 - a. APPROVAL OF 2021 PERSONNEL SALARIES AND BONUSES
- IX. APPROVAL OF 2021 LIBRARY BUDGET



KATONAH VILLAGE LIBRARY

We are Community . . .

Director's Report October 23-November 19, 2020

Change in Services

Due to the Covid uptick the majority of WLS libraries—including Katonah—have resorted back to contact-free pickup only, temporarily discontinuing by-appointment browsing. As the holidays are being touted as potential superspreader events, KVL plans to bring back by-appointment browsing once the holidays are over.

Tech Migration

KVL is scheduled to have wifi access points and cabling installed on December 7th. Heather and I have been organizing and working out the many details involved. As the library is closed to patrons now, this transition will be made much easier.

WLS IT

In preparation for KVL's move to another technology support company, I have had a good deal of interaction with WLS-IT. And as part of the new WLS IT Options Committee (Libraries represented include Scarsdale, Mt Pleasant, Bedford Village, Bronxville, Larchmont, Ossining and Greenburgh), I have needed to communicate even more with WLS-IT. While I appreciate WLS's now-willingness to cooperate with tech migration, there is still a level of frustration with aspects of WLS's IT billing and their tech requirements that have no justification. The IT Options Committee is insisting on more rationale, accountability and transparency from WLS.

Virtual/Phone Meetings

Erate consultant Meeting: Organized by Greenburgh Library

KVL Nominating Committee

Bedford Boo-fest Trick or Treating for community kids

WLS Technology Committee Meeting

WLS PLDA Meeting

Meeting with Bobbi Bittker, Bedford Town Board

WLS Executive Committee

WLS IT Options Committee

Meeting with Erin Glocke, Bedford 2030 Community Engagement Manager

KVL Budget Meeting

KVL Personnel Committee Meeting

Katonah Village Library

October Board Meeting Minutes

Regular Meeting (held virtually via ZOOM program)

Call to order (Virginia Lanigan) at 7:33 p.m.

Present: Barbara Chintz, Amy Drucker, Mike Dwyer, Rhea Johnson, Virginia Lanigan, Susan (Popovic) Hayes, Craig Intinarelli, Anthony Mamo, Joe Tropiano, Jennifer Versacci.

Absent: Mary Herrnstadt, Ian Shaw, and Vienna Wong,

Approval of Minutes

Minutes from the September. 2020 board meeting were approved without exception.

Finance Report (Mike Dwyer)

- We are on track with our revised (COVID-era) 2020 budget.
- Mary applied for Business First Grant through Westchester County to cover costs of the personal protective equipment (PPE) KVL has been purchasing since the beginning of pandemic.
- We submitted our 2021 proposed budget, with explanatory covering letter, to Town of Bedford on October 2nd. **[These two documents are attached to these minutes.]**
- We are still determining when, and in what amount, we will submit payment to WLS for 2020 membership dues.
- It is our plan over next weeks to draft a policy for Board approval articulating the circumstances under which the library's reserve account may be used.

Director's Report (See full report attached.)

Action ITEM:

Marchetti Consulting Engineering will provide us with an assessment report of KVL's

HVAC system, with any recommendations for repair, upgrade, or replacement in whole or part. This engineering report can be used as a detailed bidding document.

Motion to approve payment to Marchetti of \$5,000 for a review of KVL's HVAC system was made by Virginia, seconded by Craig, and approved unanimously.

Action ITEM:

Errors and omissions insurance, also known as directors and officers (D&O) liability insurance, insures the library and the board against real or perceived errors of judgment. Such insurance will usually cover legal costs and judgments against the library. It is recommended by NYLA that every library board have D&O insurance coverage; it was discovered recently that KVL did not have D&O insurance.

Motion to approve \$2800 for Director of Board insurance for 2020-2021, and that the policy be renewed annually, was made by Virginia., seconded by Mike, and approved unanimously.

Nominating Committee (Craig Intinarelli)

The Committee will be interviewing a second applicant for board membership in the next week or so. (The first applicant was interviewed back in the summer.) The Committee will be nominating its recommended candidate(s) to the Board at the November meeting, and a vote will be held.

*****Board Meeting adjourned at 7:58 pm.**

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

Please see Director's report attached below

Respectfully submitted,
Barbara Chintz, Secretary