



**Katonah Village Library Board Meeting Agenda**  
***Monday October 26, 2020, 7:30pm***

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM *September 28, 2020*
- III. FINANCE REPORT (Dwyer)
- IV. DIRECTOR'S REPORT (Attached below)
- V. ACTION ITEM: APPROVAL OF MARCHETTI CONSULTING ENGINEER PROPOSAL FOR AC
- VI. ACTION ITEM: APPROVAL OF DIRECTORS AND OFFICERS LIABILITY INSURANCE
- VII. DEVELOPMENT COMMITTEE (Wong)
- VIII. BUILDING AND GROUNDS (Mamo)
- IX. NOMINATING COMMITTEE (Intinarelli)



# KATONAH VILLAGE LIBRARY

*We are Community . . .*

*Director's Report September 29-October 23, 2020*

## **WLS IT and positive change**

After many contentious meetings between directors and WLS, a second letter was sent by thirteen directors to the WLS Trustees and Director. The letter noted dissatisfaction with WLS services (past and present), the Service Level Agreement, the IT Audits, and the disallowance of libraries to access the library catalog through their own computer networks. Finally, there has been positive momentum towards change on WLS's part. WLS-IT is now allowing various library scenarios including (almost) complete independence from WLS IT.

## **Development**

The Annual Appeal letters were mailed the week of October 4. The first Durst Gift Challenge (\$15,000) was met on October 16<sup>th</sup>. Ellen went back to Mr. Durst and asked if he would consider another \$10,000 gift, as so much momentum had built, and he generously agreed. The second challenge was met on October 23. Ellen, Maura and I have been meeting regularly on promotion of the annual appeal.

## **Library Grounds**

- Northeast Properties planted the approved side garden by the Children's Room entrance. This included trees, shrubs, ground cover & vines.
- The police had to be called again due to issues with young adults by the Children's Room entrance. Knight Security will relocate two of the Library's video cameras, and the police will look in on the area more frequently.

## **Webinars Attended**

Legal Issues and Developments in Fundraising  
COVID-19 Legal and HR Issues

## **Katonah Village Library**

### **Board Meeting Minutes**

**Sept 29, 2020**

### **Regular Meeting (held virtually via ZOOM program)**

**Call to order** (Virginia Lanigan) at 7:32 p.m.

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

**Absent:** Mary Herrnstadt

### **Approval of Minutes**

Minutes from the July meeting were approved without exception. (There was no board meeting in August.)

### **Finance Report (Mike Dwyer)**

Due to significantly restricted operations of the library due to pandemic, revenues and expenses are lower than budgeted. That said, we will need to transfer +/- \$50k from the capital reserve account at year's end to cover our operational deficit. Such use of KVL reserve funds in 2021 will be the third consecutive year it will have been necessary to do so. Given the necessary stability the capital reserve account provides to a property and operation the size of KVL, the board agreed to draft a policy resolution prohibiting further use of KVL's capital reserves to fund chronic operating deficits. Instead, anticipated shortfalls will be resolved through reduction in expenses, which will almost certainly mean reduced hours of operation and/or programming.

In early October, we will submit our draft 2021 budget and covering letter to the Town Board and Comptroller. As we were advised by Town Comptroller (Abe Zambrano), we will request the same Town contribution for 2021 as was given to KVL in 2020 -- \$636k -- in recognition of the extraordinary circumstances caused by COVID-19 pandemic.

### **Director's Report (Mary Kane) See attachment**

We will be opening the library up for voting on election day. However, Mary Kane has told the Board of Elections the library's public rest rooms will remain closed, since there is inadequate staff to sanitize those facilities per CDC guidelines.

Re ongoing IT issues: The tech audit that WLS had commissioned is complete. On a scale of 0 to 5 audit (0 bad, 5 is great), WSL got a .5 grade for tech service.

Mary Kane successfully applied for an E-rate grant to cover network infrastructure and connectivity costs (internet and wi-fi) that are necessary once KVL drops the WLS IT services.

Mary K. and directors of other of her peer directors continue to communicate energetically to WLS that libraries withdrawing from WLS IT services be able to access the WLS cataloging system themselves – i.e. not have to retain WLS services in order to do so. Mary will update the Board on this situation as it progresses.

### **Action ITEM: Acceptance of Erate grant.**

Virginia made a MOTION to accept E-Rate funding for a KVL network infrastructure and internet. Motion seconded by Joe Tropiano. Passed unanimously.

**Action ITEM: Landscaping at Lower Entrance Courtyard.**

MOTION to approve an expenditure of \$2,285.28 to improve the area at rear of lower - entrance courtyard where the spruce trees were removed. We also will have the edging of garden fixed and new plantings to block the chain link fence and the new AC unit. Motion made by Virginia Lanigan to approve expenditure. Seconded by Craig I. Passed unanimously.

**Development Committee (Vienna Wong)**

Vienna reported the Annual Appeal Campaign will commence in early/mid October. Willing Board members will be asked to write short personal notes on letters being sent to active donors (i.e., donors who gave to last year's appeal.) A local donor has agreed to do a \$15K matching grant during the Campaign.

The Development Committee will be investigating the efficacy of a monthly giving program for KVL.

**Building and Grounds (Tony Mamo)**

The investigation into necessity of new HVAC system continues.

**Nominating Committee (Craig Intinarelli)**

Expect one more, possibly as many as three more, applicants for the Board, all of whom will be interviewed. One applicant was already interviewed over the summer. Committee will nominate new trustees at the November meeting, and Board will vote at that meeting.

Per KVL bylaws, Board can consist of nine to 15 trustees. Current board has 13 trustees, two of whom (Craig and Virginia) will be cycling off at end of the year.

**\*\*\*Board Meeting adjourned at 8:40 pm .**

**The next Board Meeting is Monday, Oct. 26, 2020.**

**Please see Director's report attached below.**

Respectfully submitted,  
Barbara Chintz, Secretary