



Katonah Village Library Board Meeting Minutes March 22, 2021

Regular Meeting (held virtually via ZOOM program)

Call to order (Mike Dwyer) at 7:33 p.m.

Present: Mary Kane, Mike Dwyer, Rhea Johnson, Susan (Popovic) Hayes, Mary Herrnstadt, Anthony Mamo, Ian Shaw, Joe Tropiano, Jennifer Versacci, Cassie Coccaro and Sue Hassett

Absent: Vienna Wong, Amy Drucker, Barb Chintz

Approval of Minutes

Minutes from the February, 2020 meeting were approved without exception.

Director's Report (Mary Kane) See attachment

KVL has separated from WLS Network.

Most of the staff members are now using Chromebooks / cloud based.

In addition to director's report attached below, Mary Kane made a motion to approve Internet Policy with CIPA addition.

Motion approved unanimously.

Reopening Safety Plan – April 19.

- Everyone must wear masks to enter: maintain 6 ft distance
- NO: congregating / meeting room usage / computers / sitting / dividers still in place.
- Majority of staff will be fully vaccinated.
- Will not be appointment based; Browsing in 30 minute increments with limited capacity.
- Board suggested sign-ins so we can control capacity / contact tracing.
- Keep 1 bathroom open to public (lower level), two bathrooms for staff only (top of stairs + back room).
- Bathrooms cleaned 1X day; no blowers - only paper towels, soap, hand sanitizer, products approved by CDC.

Board agreed to safety plan as outlined above.

Mary will announce reopening online and will outline details as stated above.

Finance Report (Ian Shaw)

Susan Hayes shared investment portfolio report from Morgan Stanley:

- Started account in 2017, +7% growth year over year into 2021.
- Solid results as we are in a balanced portfolio; split between cash, equities, fixed income and alternatives.
- 80% to goal of long-term reserve fund due to our strong investment portfolio. (policy forbids use reserve funds for daily operations, unless approved to do so by the KVL Board)
- Portion is reserved for book materials only.

The library's investment portfolio is well-positioned for now and the upcoming year. The Morgan Stanley representatives were collaborative and answered many questions.

On target with expenses / salaries / budget as we are functioning today.

Our 2021 Budget does not include operating funds to re-hire staff and return to full service in 2021. In order to justify expense increases in support of a "return to full service" in 2021 we need to first obtain some certainty from the Town regarding its fiscal 2022 operating support for KVL - i.e. knowing the level of the Town's 2022 operating support allows KVL to view the unbudgeted 2021 (Q3 & Q4) increase in expense as a "stop gap" bridge and as such we could use our Reserve Fund to pay the cost of a "return to full service" if the pandemic recedes and we're otherwise able to return to normalized operations.

Mike D shared with the Board the funding restoration request presentation he will share with the Town on April 6. The 2022 funding gap that needs to be closed is est. \$140K; essentially, this is the additional cost of services we are not providing today (in the midst of the health crisis) of that are ultimately needed in order to return to full service next year. It is lower than the funding gap figure we initially shared with the Town back in February 2020 (our first meeting with the Town) as we are managing the library more efficiently and with less staff.

Key Takeaway: Town funding has dropped from a peak of 84% to 67% since 2009 and in order to provide continuous, quality library services in the absence of adequate, secure municipal operating support KVL pivoted to party fundraising to pay the bills and keep the lights on. As we've learned, party-style fundraising is unreliable; using this tactic as a tool to support the replenishment of long term Reserve Funds over many years is appropriate but using party fundraising to pay salary and other core operating expenses is highly problematic: party events often fall short of expectations and (as KVL has discovered) sooner or later as reliance on fundraising to support operating expenses increases and donor fatigue sets in, growing operating deficits result which must, in turn, be funded with Reserves. Ultimately, undermining both operating and reserve-capital stability.

Still confirming getting on the agenda for next the town board meeting, but if we do,

Board members can attend Town meeting via Zoom if possible, April 6, 7pm:
<http://bedfordny.igm2.com/Citizens/Default.aspx>.

Building and Grounds (Tony Mamo)

We have some major capital projects in the future which will be funded by reserve fund (hopefully).

Book Sales (Mary Herrnstadt)

N/A

Programming Committee (Mike Dwyer)

N/A

Development Committee (Rhea Johnson)

Advocacy campaign ideas to share details about “financial crisis” in time for Town meeting.

- Share the Love campaign (message of positivity)
 - Patron positive reviews
 - Dedicated landing page with templates for letters, emails, etc. that patrons can write on behalf of the library
 - Emails
- Need to develop clear, concise, transparent, and consistent message to be delivered in a reasonable time frame to be shared with staff so they can communicate to patrons
- FAQs with answers to be prepared in advance
- Goal is to motivate the Town to make a quicker decision about funding

Strategic Planning Committee (Jennifer Versacci)

TK

*****Board Meeting adjourned at 8:58 pm.**

**The next Board Meeting is Monday, April 26.
Please see Director’s report attached below.**

Respectfully submitted,
Jennifer Versacci, Secretary



KATONAH VILLAGE LIBRARY

We are Community . . .

Director's Report February 23, 2021-March 20, 2021

Vaccinations and Reopening plans

The Library plans to continue browsing appointments again on Monday, April 19th. At that time, many staff members will have received one or two of their Covid vaccinations.

IT Update

The Library is now completely on its own network. KVL's Tech Services Coordinator, Heather Flournoy, has been focused on getting everything up and running smoothly. As the majority of library work is browser-based, staff members (including me) are all now working on new Chromebooks. Chromebooks offer a high standard of security, require infrequent updates, are speedy and priced much lower than PCS. Katonah has also changed from WLS managed emails to their own domain and email accounts through GSuite for nonprofits, which includes Google drive, docs, sheets, slides, etc, 24/7 support via phone, chat, Google Meet and access/control over our own organization's accounts. We also left WLS's Internet/Wifi services (Optimum) and switched to Verizon FIOS (erate funded). New receipt printers and label printers (that work with the cloud) have been added. Within the first few days on our new network, we immediately hit a brick wall, as staff members' WLS assigned password permissions to Evergreen (the catalog system) would not work. Several hours were spent on the phone with WLS—and it was frustrating to find ourselves dependent (and stymied) by WLS issues once again. This entire tech transition has been a learning experience, but eventually we are hoping to have more flexibility, creativity, autonomy—and security.

Collaborative Programming

Katonah Library is currently collaborating with the Katonah Methodist Church and Katonah SPACE on a four-part book discussion of Isabel Wilkerson's *Caste: The Origins of our Discontents*. Additionally, IDEAC (Inclusion, Diversity and Equity Advisory) committee members, Elizabeth Messinger and (our own trustee) Mary

Herrnstadt have coordinated a program on Civics Education and the constitution and invited six of the surrounding town libraries and area schools to participate.

Meetings Attended

WLS Technology Committee

WLS Finance Meeting Committee

2 Meetings with Katonah Methodist/Space on Caste Book Discussion

PLDA Meeting

2 KVL Development Committee Meetings

KVL Staff Meeting