



Katonah Village Library

Board Meeting Minutes

November 22, 2021

Regular Meeting - IN PERSON

Call to order (Mike Dwyer) at 7:40 p.m.

Present: Mary Kane, Mike Dwyer, Rhea Johnson, Mary Herrnsstadt, Sue Hasset, Jennifer Versacci, Ian Shaw, Barb Chintz, Cassie Coccaro, Vienna Wong, Ian Shaw, Amy Drucker, Susan Popovic

Absent: Tony Mamo, Joe Tropiano

Approval of Minutes

Minutes from the October, 2021 meeting were approved with no exception.

Director's Report (Mary Kane) See attachment

General Discussion

Our patrons are asking when we will be able to open again on the weekends and we have explained we are in a holding pattern. The staff members who have been furloughed are asking when they can return to work. Some staff members have resigned because they have been offered employment elsewhere.

The Board discussed issuing a formal communication in December to all patrons and staff members from Mike Dwyer with as much information as we have to date.

Our KVL budget is being developed to match the resources we have to work with in order to remain sustainable. We will need to make decisions about hours, staff, salary increases and programming.

Annual Appeal Update

We are at \$89K, slightly ahead of dollars received at this time last year.

April 6 is International Library Day. Cassie will talk to Ellen / Mary about whether we can do another fundraising campaign centered on this day.

Cassie will share some examples of other fundraising campaigns as well.

Miscellaneous

Mary and Claudia are working on a Library and Museum ARPA-Partnership grant (in collaboration with Katonah Museum of Art, and with the Community Center of Northern Westchester as a partner) for \$50-100K that has the potential to fund youth programming with including DEI and outreach.

Committee Reports

Finance Report (Ian Shaw)

We will begin planning for 2022. We are managing to our 2021 budget well though our 2021 budget anticipates tapping into our reserves to support our current curtailed service levels.. Further, minimum wage is going up to \$15/hour in the beginning of January 2022; this triggers an adjustment across all wage scales in order to maintain an appropriately differentiated pay scale wherein more experienced staff are paid at a higher rate than entry level employees.

The Town has shared that KVL's Town operating support will be increased by \$50K in 2022; pending approval of the budget in December. Returning to full service would require an increase of \$136K, so KVL is still \$86K short (\$136K - \$50K) in terms of the target level of Town annual support we need to deliver full library services on a sustainable operating basis. The restoration plan involves getting KVL fully integrated into the normal Town budget at the \$136K support level over the next several Town budget cycles.

We are still hopeful that ARPA monies - which are managed independently of the Town's regular Budget - can be used as a "financial bridge" to supplement increased KVL operating hours in 2022, but there has been no determination to date as to the timing or amount of those funds to be allocated to KVL. ARPA monies would allow KVL to offer more operating hours than the library can otherwise afford or sustain, at least until the higher operating support we need can be integrated into the regular Town Budget (over the course of 2022-2024)

We have also asked the Town to vote on a non-binding resolution describing the "ARPA-KVL Bridge" plan that has been under discussion; outlining a "restoration roadmap" will be a valuable reference point in future budget cycles, capturing the intentions of all parties and eliminate future misunderstandings about what we're jointly aiming to accomplish over time.

Returning KVL to full service will likely involve the use of KVL's reserve fund monies to supplement ARPA Bridge monies 2022-2023 operations; spending reserve money to subsidize

KVL operations is expressly prohibited by KVL policy unless the usage of reserves can be justified as “temporary or stop-gap” in nature. A non-binding resolution approved by the Town indicating the intent to steadily increase Town operating support as ARPA bridge funds are exhausted, would help substantiate that any reserves we use for operations are legitimately “temporary”.

We have twice written emails in November to Ellen Calves, the Town Supervisor-elect, asking for an update on ARPA funding but have not heard any response.

However, we are still hopeful we will receive additional funding on an annual basis in order for us to maintain our operating budget on a sustainable basis in the long-term.

Building and Grounds (Barb Chintz presented a suggestion)

We are getting estimates on a generator for the Library, large enough to maintain the electricity in the entire library if there is a power outage in our area.

Barb and Cassie will research what other libraries do in terms of offering to the public the opportunity to use charging stations and WIFI. This could be helpful to the Bedford community if there is a power outage.

Book Sales (Mary Herrnstadt)

The volunteers who run the book sales requested we open the Library on Dec 4 for a Holiday book sale from 10am – 5pm.

Mike presented motion and it was unanimously approved. We agreed to approve this b/c it is volunteer driven, will not require staff, and will be sectioned off to one area in the library. Signage will include that this is volunteer driven.

Programming Committee (Mike Dwyer)

Continue to follow CDC guidelines for all children’s programming.

Motion presented to allow food and drink at an after-hours event if no staff is present and if the event sponsors agree to follow CDC guidelines. The organizations requesting events after hours will have to handle all activities related to the event and no KVL staff will be involved.

Motion was approved unanimously in accordance with CDC guidelines.

Nominating Committee (Susan Popovic)

Susan presented motion to nominate Ali Vigil as a new board member.

Motion unanimously approved.

Development Committee (Rhea Johnson)

N/A

*****Board Meeting adjourned at 9:23 pm.**

**The next Board Meeting will be 12/20/21.
Please see Director's report attached below.**

Respectfully submitted,
Jennifer Versacci, Secretary



KATONAH VILLAGE LIBRARY
We are Community...

Director's Report

October 22-November 19, 2021

In-person Programming

We are slowly but surely bringing in-person programming back to the library. Katonah Poetry Series has had two live readings, both of which went well. Attendees were required to show proof of vaccination, sign a waiver and wear masks, per library policy. Children's Programming continues to be kept to a limited number of children. Recently, Claudia started a Chess Club with a professional coach, and has also resumed sessions with a Reading Therapy Dog every Wednesday. Additionally, I am looking into starting up a weekly Tai Chi class. The library continues to take advantage of YA and Children's programming being held outside, weather permitting. Recently, Claudia and patron Maria Colaco coordinated a Diwali celebration on the library's piazza which attracted a

large/festive crowd. Claudia also participated in the Katonah Museum of Art's Family Day—connected to the Museum's exhibit *Arrivals*—reading topic-related books to the children.

With cold weather coming, we will continue to think in terms of safety and limited capacity, while paying attention to covid numbers in our area.

Library Usage

While we have seen an increase in occupancy and the number of patrons utilizing the library for studying/reading, we have not returned to our pre covid numbers. Additionally, circulation numbers have not returned to pre-covid numbers.

Annual Appeal

Both Annual Appeal Challenges were met within a short amount of time. Two anonymous donors contributed the first \$10,000. After this challenge was met, Ellen returned to one of the initial anonymous donors, and was able to secure another \$5,000. Additionally, we approached a library friend who generously offered yet another \$5,000. The next phase of the Annual Appeal will be focused on Giving Tuesday and consistent social media promotion.

ARPA Library/Museum Grant

The Library and Katonah Museum of Art are applying for a (library-driven) ARPA grant, with the Community Center as a partner. The grant will engage youth through innovative and cross-disciplinary programming opportunities and spark an interest in learning about the arts, culture, health as well as fostering creative practices. The Library and KMA would share dedicated and shared spaces/material/resources and time.

Public Restroom Upgrade

This continues to be a stalled project. While the library applied for a permit in July, the Bedford Building Dept is still backlogged and unable to process. New construction estimates have been difficult to secure as contractors are in high demand. Supply chain issues have also increased the cost of materials (i.e., The DVD shelving has doubled in price).

Meetings Attended

IT Users Group

Book Sale Meeting

Meeting with RCLS Libraries

ARPA Library/Museum Grant Information Session

Meeting with Katonah Museum of Art

PLDA Finance Committee

Staff Meeting