



# Katonah Village Library Board Meeting Minutes 1/31/22

## Regular Meeting - VIRTUAL

**Call to order** (Mike Dwyer) at 7:34 p.m.

**Present:** Mary Kane, Mike Dwyer, Rhea Johnson, Mary Herrnsstadt, Jennifer Versacci, Cassie Cocco, Ian Shaw, Amy Drucker, Susan Popovic, Barb Chintz, Tony Mamo, Susan Popovic, Ali Vigil

**Absent:** Vienna Wong

## Approval of Minutes

Minutes from December, 2021 meeting were approved with no exception.

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

## ACTION ITEMS:

APPROVAL of updated Employee Handbook: Board approved unanimously.

APPROVAL of updated Unattended Children Policy: Board approved unanimously.

APPROVAL of Purchase of Children's Room Shelving / Couches: Board did not approve until we see a total plan for the room.

APPROVAL of new library hours: M-TH 10-6pm; Fri 10-5pm; Sat 10-5pm. Board approved unanimously.

APPROVAL of in-person programming: Board approved unanimously with masks required. Food and drinks will be allowed. We reserve the right to review regularly.

APPROVAL of Collection Development Policy: Board approved unanimously.

APPROVAL of 2022 KVL Board Officers: Board approved all officers unanimously.

- Mike Dwyer, President
- Rhea Johnson, Vice-President
- Jennifer Versacci, Secretary
- Treasurer Ian Shaw
- Co-Treasurer Sue Hassett. The one change is with the co-treasurers, Susan Popovic is rotating off and Sue Hassett will be replacing her as Co-Treasurer.
  - Approval requested to continue Chase as authorized operating bank and authorized trustee signatories (Ian Shaw and Sue Hassett)/Morgan Stanley as authorized investment advisor and authorized Morgan Stanley signers (Ian Shaw and Sue Hassett) trustee signatories – Board approved unanimously

All Board Members were invited to give consideration to serving as officers of KVL; all of our current officers will be terming-out of their service over the next 24-months and need to be replaced.

## **General Discussion**

**Community Engagement:** Consistent with KVL’s Strategic Plan, 2022 will hopefully be the first year we’ll be both adequately funded and free from the pandemic restraints on our operations; this means the human resources we’ve traditionally devoted to party-fundraising can, for the first time in a decade, be redirected to our core KVL mission of promoting deeper connections within and across our community.

We discussed different approaches to pro-actively reach community groups operating in Bedford; our goal is to ensure these groups are aware of KVL’s platform, it’s resources, reach, interest, and ability to partner for the purpose of popularizing/amplifying their local community messages and/or help design/run programs aligned to their mission(s), etc..

*We agreed to spend the next month thinking about this idea and discussing it our next board meeting.* For example/consideration: Do we invite groups to attend a central forum to learn how they can leverage KVL or would it be better for KVL Board ambassadors to connect 1:1 with groups and serve as their liaison.

**New Committees:** We discussed adding a Diversity & Inclusion Committee to more formally establish this important priority and enhance its visibility as we strive to make inclusiveness a part of everything we do. *Rhea will follow up with a short defining description of the mission of the Diversity Committee.*

Resurrecting a Technology and an Event committee was also raised for further exploration.

Note: Rhea noted (and the Board agreed) that events play an important part of keeping the KVL community together and connected so we should not lose sight of the fact that organizing get-togethers makes a lot of sense going forward, even if these events are not primarily needed to raise money to cover core expenses (as in the past).

We also discussed the idea of celebrating our 125th anniversary of Katonah's historic move with a block party or some other event.

## **Committee Reports**

### Finance Committee (Ian Shaw, Mike Dwyer, Sue Hassett)

Reviewed the motion again below from December to meet our operating expenses:

Motion to approve: Dedicate the ~\$176K 2021 operating surplus (which amount is net of \$47K ADA construction grant amount which will be spent in 2022) as an "Operating Reserve" - i.e. to fund library services we cannot otherwise afford over the next few years while the Town works to increase our annual operating support to a level that will sustain our operating costs. Ordinarily, we would move any surplus to our capital reserve fund (but not this time).

Mary and Mike met with the Town (Ellen, Abe, and Bobbi) last Wednesday. We updated the Town re: our outsized Annual Appeal result; explained the 2021 operating surplus would be designated as an "Operating Reserve" to be used to financially "bridge" KVL in 2022 and 2023. The Town was glad to hear we had a path to pay for increased library services while they worked to find further increases in operating support.

**ARPA:** We updated the Town on the three KVL projects we felt are most suitable for ARPA funding: Our sewer hook-up. KVL's ADA-compliant bathroom (which ensures the only full access bathroom in our downtown community) and our power generator install which will improve KVL's resiliency and ability to serve as a heating/cooling center for seniors and anyone "out of power" following a storm. ToB are reviewing ARPA funding requests at their 2/15/22 work session and we will hear about next steps following that meeting.

### Building and Grounds (Mike Dwyer, Sue Hassett, Tony Mamo)

The expansion of the upstairs public restroom began on January 24th and is still in progress. All DVDS and audiobooks were removed from their shelves and are being housed in (various) locations. The library had to close at 1pm on January 26th due to a jackhammer being used for several hours. We believe we will be the only (or one of the few) locations in town that has an ADA compliant bathroom—along with our compliant downstairs restrooms

The Garden Room has a drainage issue externally and as a result water is leaking to the inside. Sue recommended researching the outdoor space to determine how to find where the water is going and getting an expert in excavation and drainage to examine the property. This is somewhat urgent b/c the water right now is being held back by sand bags only.

Recommendation for Shelving - The Children's Room is well loved and well utilized so it's important that we continually purchase new and exciting materials for our patrons. Even with regular culling of our collection, we have completely maxed out our existing bookcases which are currently far exceeding the 75% maximum capacity that is recommended for library shelving. In addition, children's room library furniture has become much more attractive and child friendly since this room was last updated in the early 1990s. The purchase of 2-3 mobile curved bookcases along with either a hub seat (in center of 3 bookcases) or a wedge seat (used between 2 bookcases) would increase our capacity significantly while also providing a much-needed facelift to the Children's Room. These are high quality bookshelves that come with a 25 year warranty and could be considered Phase I of a thoughtfully designed renovation of the Children's Room.

The Board requested a floor plan / total overview for the Children's Room before approving. Claudia will come to the next Board meeting and present her plan.

Mary Kane mentioned there exists a list of capital improvements that was developed over the past few years; MK will distribute this list to the B&G so we can develop a full inventory of projects, assign current costs, and prioritize by need for 2022 and beyond.

#### Book Sale (Mary Hernstadt, Barb Chintz, Susan Popovic)

Mary H has shared that the volunteers are not eager to run the annual October event but would prefer to have a permanent space with book sales throughout the year. (They have been using the Library's Meeting Room for weekly book sales, but this space will eventually be needed for programming.) Mary Kane had suggested converting the book sorting / storage room into a year-round Book Boutique. The entrance would be from the Coffee Nook down the stairs or there is potential to make another entrance. The Board likes the idea and agrees we should bring in an architect to review the space.

#### Programming Committee (Barb Chintz, Cassie Coccaro, Amy Drucker, Mary Hernstadt, Vienna Wong, Jennifer Versacci)

N/A

#### Nominating Committee (Amy Drucker, Tony Mamo, Susan Popovic, Ali Vigil, Vienna Wong)

*Committee agreed to meet very soon as there are seven Board members who's terms are expiring within 2022/2023, including 3 of our 4 Board officers.* Nominating will sort out how the Board will be changing over the next 24-months (i.e. who terms out and what skills KVL will

foreseeably need on our Board) and who might be a useful candidate to join the Board next year.

Terming Out 12/31/22: Barb Chintz, Mary Hernstadt, and Rhea Johnson (VP)

Terming Out 12/31/23: Mike Dwyer (Pr), Tony Mamo, Susan Popovich, Jennifer Versacci (Sec'y)

Donna Deforio has joined the KVL Finance Committee in a non-Board capacity; Donna recently retired following a long career with JP Morgan and she has useful skills and extensive experience to contribute as KVL works towards achieving financial sustainability.

Development Committee (Cassie Coccaro, Rhea Johnson, Ali Vigil)

*Cassie to develop balanced messaging to make the community aware of our mid-February reopening, including what makes it possible for KVL to open on Saturday's and where we stand overall on our journey to financial stability.*

Personnel Committee (Jennifer Versacci, Ian Shaw, Rhea Johnson)

We discussed using LinkedIn as a recruiting tool if the three candidates do not work out for the open Librarian position. Mary will follow-up with Jennifer if needed.

**\*\*\*Board Meeting adjourned at 9:28 pm.**

**The next Board Meeting will be February 28, 2022.**

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

Respectfully submitted,  
Jennifer Versacci, Secretary



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

***Director's Report***

*December 18, 2021-January 28, 2022*

**ADA compliant public restroom**

The expansion of the upstairs public restroom began on January 24<sup>th</sup> and is still in progress. All DVDS and audiobooks were removed from their shelves and are being housed in (various)

locations. The library had to close at 1pm on January 26<sup>th</sup> due to a jackhammer being used for several hours.

### **In-Person Programming**

The library had initiated a trial run of in-person programs back in October. However, due to the Omicron uptick, we went virtual once again in late December. Great Decisions and the Tai Chi class would both like to start meeting in-person again, with masks and vaccination requirements.

### **Opening Saturdays**

We are planning to open Saturdays again starting on February 12<sup>th</sup>. Three furloughed staff members have been brought back to fill the staffing gap. Two are taking refresher training classes again on Evergreen (ILS) as it has been almost two years since they used the catalog system.

### **Adult/YA Librarian**

We have had ten respondents to the posted job. Claudia and I have interviewed six of the applicants on zoom and are meeting with three final candidates next week for a second interview at KVL.

### **Technology Company**

With Heather F (our technology coordinator) leaving KVL for a full-time job, and our current IT company being bought by another company (and service being negatively impacted) I have been hurriedly trying to find a new company to support our IT infrastructure.

### **Meetings Attended**

KVL Staff Meeting

Library/Museum Grant meeting with artist and KMA staffers

PLDA

Finance Committee of PLDA

Meeting with TOB