



# Katonah Village Library Board Meeting Minutes 4/25/22

## Regular Meeting - IN PERSON

**Call to order** (Mike Dwyer) at 7:37 p.m.

**Present:** Mary Kane, Mike Dwyer, Rhea Johnson, Jennifer Versacci, Ian Shaw, Susan Popovic, Barb Chintz, Tony Mamo, Susan Popovic, Sue Hassett, Mary Herrnstadt, Amy Drucker

**Absent:** Cassie Coccaro, Ali Vigil, Vienna Wong

## Approval of Minutes

Minutes from March 2022 meeting were approved without exception.

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

## ACTION ITEMS:

1. Asbestos Assessment Proposal – Board suggested to add on a SOW for asbestos removal. Board approved unanimously. This will come from the building repair budget.
2. Concept Design Services Proposal (Architect) – Request is to hire this architect to provide concept planning for lower-level square foot optimization. Motion approved unanimously.
3. \$10K Donation to library: Programming - \$3.3K will go to museum passes, \$1.2K YA Program including Slam Poetry, \$500 to treat the Book Sale ladies out to dinner / drinks. We will view this donation like a “grant” and Mary will ensure our Bookkeeper lists this \$10k on our Grant Account Balances spreadsheet and also set it up as a revenue and expense line item on ou P&L (so it offsets). Motion approved unanimously.

## DISCUSSION: Fine-Free Library

Many libraries—nation-wide are-moving to fine-free; especially with the children’s books. Benefits include encouraging increased usage of the library, as well as creating a more equitable system that does not disproportionately impact/penalize lower income families. Many other libraries in our area have already gone fine free. Patrons will still be held accountable when materials are due and will be fined for lost items after 30 days. Lost

materials will result in the patron's card being blocked until the materials are either returned or the lost fine paid. This decision needs to be examined closely as KVL has a \$16K revenue as a line item in the budget. In addition, the concern is that books will not be returned despite the patron's library card being blocked, and this will result in replacement costs.

## **Committee Reports**

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

The decision was made to keep the patron-funded Operating Reserve invested in T-Bills with different maturity dates to align with our cash flow needs. This is a wise investment because most likely the Federal Reserve will raise interest rates. Sue Hassett will take responsibility to make note of maturity dates to ensure the funds will be transferred back to Chase Bank.

ARPA funds:

The Town is having quarterly meetings with the various institutions that receive funding from the Town. The Town is supportive of our plan for a backup generator and will be voting on May 3 to cover the total expense with ARPA monies. Mike Dwyer will attend the meeting and confirm when funds are received. Discussions are continuing regarding additional funding to support an increase from 47 weekly hours that the library is currently open, but this will not progress before the Town Budget Cycle for 2023.

A new accountant will be starting to work with us; our budget is over a certain dollar amount and we will now be audited.

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

We raised the issue that we do our own landscaping and snow removal. Our volunteer gardener is no longer able to do all of the work. Mary suggested Leslie Dock who owns a freelance farming and gardening business. This is an unbudgeted item. We discussed incorporating a volunteer program for high school students to help support Leslie. The plan is to compensate her monthly and not per an annual contract.

Motion to Hire Leslie Dock: Approved unanimously.

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

Book sales were operating on several Saturdays. Total revenue is \$6.5K. However, we have \$15K annual revenue in the budget. We will bring the For Sale cart back to upper level.

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

See above. Mary asked for help with The Poetry Series.

Nominating Committee (Amy Drucker, Tony Mamo, Susan Popovic, Ali Vigil, Vienna Wong)  
Amy Drucker has one prospect. We discussed how to find more prospects; i.e. advertising, proactive outreach.

Development Committee (Cassie Coccaro, Rhea Johnson, Ali Vigil)  
Mary Kane read an update from the development committee due to Cassie's absence.

Personnel Committee (Jennifer Versacci, Ian Shaw, Rhea Johnson)  
N/A

**\*\*\*Board Meeting adjourned at 9:12 pm.**

**The next Board Meeting will be May 31, 2022.  
Please see Director's report attached below.**

Respectfully submitted,  
Jennifer Versacci, Secretary



KATONAH VILLAGE LIBRARY  
*We are Community...*

***Director's Report***

*March 26-April 23, 2022*

**Library and Museum ARPA Grant**

The grant funds have still not been received. However, I was told this week by METRO (Metropolitan NY Library Council) that the monies have been disbursed to the METRO bank account and payments will start being coordinated next Monday when their Controller is back from vacation.

## **ARPA grant programming**

The library and Museum have been *abuzz* with ARPA grant supported programming:

- Sound and Editing Camp for kids ages 12-16 started on 4/21
- Professional training for both the Library and Museum initiated 4/22, with staff learning about the Library's new MacBook Pro and Logic Pro (software that has creative tools for professional songwriting, beat making, editing, and mixing) and editing tools.
- The Katonah Museum christened the Charlie Cart on Family Day, making edible sculptures with Fiddleheads Cooking Studio.
- Artist Jeila Gueramian decked out the entire library with her textile sculptures and held a class for community kids on the library rotunda on 4/23. On the same day, The Library took part in the Katonah Art Walk, with people touring the library/artwork and enjoying live jazz on the main floor.
- Claudia completed Play and Learn Kits for the Community Center (These kits include early literacy information and specific activities tied to the theme to encourage singing, playing, reading, writing and talking - the building blocks for reading readiness.) The kits will be used by kids at the Community Center while their adults are attending programs.
- The new AWE computer center has been in frequent use. The AWE center allows kids to choose from a variety of games and activities in English and Spanish in the following areas: Science, Technology, Reading, Engineering, Art/Music and Math. We have two sets of headphones to encourage parents/caregivers to interact with their children as they play. The activities are appropriate for kids ranging in age from 2 - 8.

## **KVL has been recognized as a Livable Community Village**

The Library (Maura Rosenthal and Nancy Barletta Walsh) participated in the Westchester County Livable Community Village Approach Initiative that supports seniors to age and live with independence and dignity in their communities. Maura and Nancy also initiated a program for Caregivers caring for Seniors that will take place on 4/26. This will include future programs with speakers, support groups and have a physical location for caregiver resources at the library. This is in

collaboration with Westchester County's Department of Senior Services, and the Family Services of Westchester's RideConnect Program.

### **Kindness Day at Katonah Elementary School**

KVL took part in Kindness Day on 4/23, a day of school action with hands on projects to support various charitable organizations and build stronger communities.

### **Community in Bloom**

The Library collaborated with the Hopp Ground Garden Club and the Community Center's Studio, who set up displays on the library rotunda on 4/23. The Hopp Ground gave out seeds to children and the Community Studio's artisans sold their wares making over \$500 that went directly to the artist!

### **ArtsAlive Grant**

The Library applied for and received a grant to sponsor: "Native New York & The Court of Red Dresses presented by Oleana Whispering Dove". Oleana Whispering Dove, a Eastern Tsalagi-Algonquian descendant, will be curating this Native American artist show at the library.

### **AARP Tax Aide: Needed and Appreciated**

During this tax season, AARP volunteers (retired accountants) set up in the Library's Garden Room every Tuesday and provided tax counseling—with 120 tax returns completed (mostly seniors).