



Katonah Village Library Board Meeting Minutes 3/28/22

Regular Meeting - IN PERSON

Call to order (Mike Dwyer) at 7:43 p.m.

Executive Session started at 8:58 p.m.

Executive Session ended at 9:23 p.m.

Present: Mary Kane, Mike Dwyer, Rhea Johnson, Jennifer Versacci, Cassie Coccaro, Ian Shaw, Susan Popovic, Barb Chintz, Tony Mamo, Susan Popovic, Ali Vigil, Sue Hassett

Absent: Mary Herrnstadt, Amy Drucker

Approval of Minutes

Minutes from February 2022 meeting were approved with no exception.

Director's Report (Mary Kane) See attachment.

All programming to be funded by the ARPA grant needs to be scheduled by June.

There is high demand for the meeting room. We now only have one room available because the Book Sale is in the other room. Request for a "Meeting Room Committee". Plan is to request a meeting with some of the organizations that use our room. We can also consider exploring a fee for room usage to cover the costs of maintenance.

ACTION ITEMS:

1. TOB ARPA proposal (emergency generator) – Approved unanimously
2. Drainage Project proposal - Approved unanimously
3. Meeting Room rentals: For nonprofit/Civic (501C3 required upon booking) and TOB only
– Approved unanimously
 - a. Our priority is keeping room rental rates affordable.
 - b. Excluding commercial rentals means we can operate at break-even vs losing money.
 - c. Our mission is to support the civic and NFP community.
4. Invest KVL Funds in a Mailed Donor Newsletter: Approved unanimously
 - a. \$1800 per mailing per 700 donors

- b. 2X year
- c. With a remittance envelope
- d. Goal is to thank our donors, engage with them by sharing how the funds are being used, and further cultivate them

General Discussion

Rhea presented some ideas regarding development of a Diversity and Inclusion committee. To achieve a substantive outcome that will make an impact, we will be hiring an external consultant to conduct two sessions with the Board to develop a process.

Committee Reports

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

On track and managing finances accordingly. The Morgan Stanley account was opened to bridge the budget gap. We are waiting on the KMA-KVL grant money to be released to us but we have begun expending dollars out of necessity as the grant has a June deadline; timing is tight.

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

Sue gave an update on the drainage project proposal. Goal is to start work next week to prevent flooding during the rainy month of April. Mary will investigate alternate entrances while the work is being done.

Book Sale Store Nook will be closed for one month as we do the renovation; we will parallel path remediation work for all patron's and employee's safety. Mary will get quotes to remove the books from the room.

At the next meeting, the architect will do a presentation on the new layout, including the book sale room and the Children's Room shelving update plan.

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

The idea to have a book sale room is working out beautifully and generating sizeable revenue.

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

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

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

Content strategy and cadence for newsletters to be discussed in the next development meeting.

All communication efforts should include mention that we are an association library (not municipal) and our funding is reliant both on Town of Bedford monies and patron donations.

The committee is also working on a communication plan for International Library Giving Day on April 6.

Request for Mike Dwyer to attend an upcoming meeting to provide an update on the capital fund.

Update will come soon on whether to transition to a fine-free library.

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

*****Board Meeting adjourned at 9:24 pm.**

**The next Board Meeting will be April 25, 2022.
Please see Director's report attached below.**

Respectfully submitted,
Jennifer Versacci, Secretary



Director's Report

February 27-March 25, 2022

Library and Museum ARPA Grant

The disbursement on this grant has still not been received, so in the interest of how little time we have to fulfill the conditions of the grant before its deadline, KVL and KMA are moving ahead, purchasing and preparing. The Acoustic Pod is expected this week, so the staff has needed to do a good deal of collection relocation. The Charlie Cart has been shipped and should be arriving shortly. Teachers for the various Cooking Classes, Sound and Film editing classes, bilingual instruction have been hired.

Artist Jeila Gueramian www.jeila.com will be installing her artwork in the next few weeks. The library's grant kickoff will initiate on April 23rd. *Community in Bloom* will include Jeila's official art opening at the Library; participation in the Katonah Art Walk; children's art classes taught by Jeila and various activities throughout the day including a gardening craft with The Hopp Ground Garden Club and artisan sales from the Community Center clients.

Book Group at KVL

The Library has a new daytime book group—*The Well-Read Book Group*—with Robin Jones-Tropiano coordinating. For March, the group read *Deacon King Kong* by James McBride and for April *A Gentleman in Moscow* by Amor Towles.

2020 Construction Grant

While the accessible restroom has been completed, the scope of the grant is not fulfilled due to supply issues and changes in KVL's own circumstances. The original grant application included the purchase of new media shelving. Due to covid/supply issues, these shelves were marked up by 40% and had a long wait period—therefore I did not order. Additionally, the initial plan to have new sensors installed in the downstairs restrooms (also part of the grant) needed to be changed, as the plumber assessed that we need entirely new faucets rather than just sensors. The faucets recommended by the architect working on this project were not available due to supply issues. In the interim, the arrival of the acoustic pod forced me to completely change the layout of our collection (as we did not have the new shelving to accommodate displaced audiobooks). Therefore, I chose to aggressively weed the audiobooks and oversized books (which are rarely checked out). These changes allowed us to adjust accordingly. I have written to Albany (State library) asking that the scope of the grant be changed so that we do not have to purchase the \$11,000 in media shelving, but just one audio shelving unit (at a much lesser value) and additionally noted that we would be purchasing lever faucets and not sensors in the downstairs

restrooms. Apparently, due to covid, many libraries are dealing with similar supply issues, so my request was not an unusual one.

Increase in Meeting Room usage

There has been an increase in requests for the Meeting Rooms. As we only have one Meeting Room at this time (as the other is being used for the book sale), logistics has not been easy.

Meetings Attended

Meeting with KMA, Community Center, Hopp Ground Garden Club

Meeting with architect Bob Gabalski, Lothrop Assoc.