



# Katonah Village Library Board Meeting Minutes 9/27/2022S

## **Regular Meeting – IN-PERSON**

**Call to order** (Mike Dwyer) at 7:36 p.m.

**Present:** Mary Kane, Rhea Johnson, Jennifer Versacci, Barb Chintz, Sue Hassett, Mary Herrnstadt, Cassie Cocco (virtual), Ali Vigil (virtual), Vienna Wong, Tony Mamo, Mike Dwyer, Amy Drucker

**Absent:** Ian Shaw

## **Approval of Minutes**

Minutes from July 2022 meeting were approved without exception.

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

## **ACTION ITEMS:**

### **Action items:**

- b. Approval of professional training for librarians (NYLA conference) \$1,891 for Mary + 2 other librarians– Approved unanimously
- c. Approval of Library closing in observance of Indigenous Peoples' Day – Not approved

Counter-Proposal: Stay open and have light-programming. To be consistent, we will adopt the same plan for Juneteenth – Approved with one exception.

### Finance (Hassett and Dwyer)

We are on budget and running through the operating reserve as planned to support additional night and Saturday open hours.

### **Action items:**

- a. Morgan Stanley authorized trustee signatories
- b. Draft of 2023 Budget - We will propose a budget similar to 2022, increased by less than 1.5% to support higher utility and repair costs.

c. Approval of message to the community reg. TOB funding update – Board provided feedback. Cassie will review and make final edits and then provide to Mike D by 9/28/22.

#### Building and Grounds (Hassett)

Generator discussion – Stationary \$39K, Natural Gas vs. Mobile Generator \$63K, Diesel. Question is whether we can use the earmarked ARPA funds remainder to go towards a Master Plan.. It will take 26-30 weeks.

#### **Action items:**

- a. Motion to approve purchase of a Generac Stationary, Natural Gas Powered Generator for \$39K – Approved unanimously. We will ask Town if we can use the remaining AARPA money to help fund Master Plan, reducing carbon footprint
- b. Motion: due to property damage done by driver crossing railing and hitting the book return bin, a new book repository will be purchased for \$6K and we will submit the insurance claim – Approved unanimously
- c. Approval of tree removal for \$1600 - Approved unanimously

#### Diversity, Equity and Inclusion (Johnson/Herrnstadt)

October KVL Board Meeting: DEI training session.

#### **Action item:**

b. Approval of Latinx Community Outreach funding – If the annual appeal raises more dollars than anticipated, request is to invest more in further programming and outreach efforts to this community. The feedback from all was overwhelmingly positive– Approved unanimously

#### Nominating Committee (Kane for Nominating Chair Popovic)

October Meeting will be scheduled with committee (Drucker, Mamo, Wong and Vigil) as three Board members terms are up in December.

#### **DISCUSSION:**

Lothrop Assoc. (architects) were present at the meeting to share the proposal for the Community Room/Book Sale/Restroom project. The proposal includes two concepts as well as a separate plan to include an elevator. The elevator could extend to the third floor and would make all levels. We discussed best location for storage of books for book sale within both concepts.

Estimated duration of the project is 12 months, but could be longer due to supply chain issues. Currently, there is a wait list for permits from the Town.

From this, we can go forward with a master plan that will also take into consideration other components like fuel efficiency, reduce carbon footprint, additional meeting rooms, etc. Lothrop can help us think about how to survey and involve the community. Estimated timing for this is 4 months.

There are six main zones in a library:

Welcome

Service and Support; i.e. office space, circulation desk

Team, i.e. computer lab

Adult, i.e. Fiction, Non-Fiction, reading areas

Children

Community; i.e. meeting spaces

The key is for all zones to be flexible / adaptable in order to maximize the space for multiple purposes. We most likely have enough square footage; the goal would be to plan the layout differently to meet current and future needs.

Next Steps:

- Do we want to proceed with master planning? Can we use AARPA funds?

**\*\*\*Board Meeting adjourned at 9:43pm.**

**The next Board Meeting will be Monday, October 24 and will start at 7:15pm.**

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

Respectfully submitted,  
Jennifer Versacci, Secretary



***Director's Report: July 23-September 24, 2022***

**Human Library**

The Human Library resulted in an inspiring day for all. The process leading up to the event was unique (and, yes, frustrating), as registration was plodding and painstaking due to the event requiring a consistent need to define. (The library metaphor and humans as “books” was understandably confusing to many.) The event also required an inundation of eblasts with content addressing all the questions potential registrants were emailing/calling with. Eventually, this paid off, as most of the appointments for the day were filled. The “Books” were amazing and gave so much of their time and energy. The patrons who checked out the “Books” and the Books themselves all reported that the experience was gratifying and mutually beneficial.

**National Hispanic Heritage/Latinx Month:**

Poet Silvina López Medin held a Bilingual Poetry Workshop at KVL. Several of the registrants spoke English as a second language. Participants would like to have the poet back, or another bilingual workshop.

*Celebrate Hispanic Heritage Day* was uplifting and dang fun: Los Parjaros and Quimbombo played lively music, Nolvis Deli from Bedford Hills provided tasty morsels and refreshments, the Library, Community Shop and Neighbors Link—all had tables with representatives. There was a large crowd and the Latinx community enjoyed the festivities. It was an important outreach event, made successful through collaboration. The event supports KVL’s DEI initiative to strive towards accessibility for all: *“We will identify how we can better serve our communities of color – through our collections and programs, the recruitment and development of our staff, and our outreach to individuals and organizations who may benefit from our assistance and expertise.”*

**Town of Bedford Welcome Neighbors Event**

Claudia took part in the town’s newcomers event: She met lots of new families, signed up people for library cards, did a craft and auctioned off a library bag filled with goodies incentivizing newsletter (eblast) registration

### **Donor Development**

Ellen, Maura and I continue to work at fostering donor relationships. (Ellen and Maura have produced two compelling/appealing newsletters so far!) There has been positive feedback regarding the newsletters. The last issue focused on Douglas and Susanne Durst. Mrs. Durst came to the library to be interviewed and toured the entire library.

### **Meetings Attended**

- Meeting with Town of Bedford Quarter 3 Check in: Mike Dwyer, Bobbi Bittker, Abe Zambrano and Ellen Calves
- Meeting with Paychex in consideration of product



## KATONAH VILLAGE LIBRARY

*We are Community...*

### ***Director's Report: June 26-July 23, 2022***

#### **Children's Room**

277 children are enrolled in the Summer Reading Program. This is equal to pre-pandemic levels. Attendance at in-person children's programming has also been high.

#### **YA**

Over 50 Teens have signed up for the Summer Reading Program—and are excited by the method Kim (our YA Librarian) has set up to incentivize. When teens hand in a book review, they receive a scratch-off card. The card will either read “prize” and enable the winner to choose an immediate prize from the prize cart (books, stickers, candy) or will read “raffle” which means the winner gets to play a game of chance, putting their name into the mix to win airpods, bluetooth speakers or a Barnes and Noble gift card.

#### **Battle of the Books and YA**

Katonah's Battle of the Books\* team has won 2 out of 3 competitions so far (beating Bronxville and Dobbs Ferry libraries). \*Battle of the books is a trivia competition based on 5 books. Teams from different libraries read the same books and go head-to-head to see who know these books best.

#### **Programming**

While children's programming attendance is high, adult programs continue to be somewhat unpredictable due to covid. Great Decisions has gone virtual again until September, but Mahjong is bustling, with over 30 (in-person) attendance.

#### **Naloxone Training**

NYS Senators Pete Harckham and Shelley Mayer, along with Westchester County Legislator Erika Pierce held a community naloxone training at KVL to teach participants how to reverse the effects of an opioid overdose by administering Naloxone nasally. Senator Harckham also gave the library a box of free covid tests to give to staff and patrons.

#### **Tech down for one day**

As the library needed new IP addresses for the BMS being installed for the HVAC, a block was ordered from Verizon. However, the IP addresses were implemented prematurely by Verizon, and the library lost internet, wifi and phones for one day. Our IT tech was able to restore everything. The library is now completely prepared for the installation of the BMS.

#### **Meetings Attended**

- Central Library Funds Committee (PLDA)
- Katonah Poetry Series July Board Meeting
- Book Sale Meeting

