

KVL Board Meeting 1/30/23 Minutes

Not present: Jennifer Versacci, Susan Popovic Hayes, Susan Hassett

Virtual: Ali Vigil, Amy Drucker

Present: Larry Bartelemucci, Eileen Sullivan, Ian Shaw, Cassie Coccaro, Tony Mamo, Vienna Wong, Michael Dwyer

- I. Call to order: 7:40 p.m.
- II. **Approval of minutes**
 - A. Cassie approved, Tony seconded, **unanimous approval**
- III. ACTION ITEM:
 - A. 2023 BOARD OFFICERS -- NOMINATION & VOTE
 1. Slated: Michael Dwyer President; Sue Hassett Vice President and co-treasurer; Ian Shaw co-treasurer; Jennifer Versacci Secretary
 - B. Motion to approve by Tony, seconded by Cassie, **unanimous approval**
- IV. Discussion
 - A. Finance Report (Ian)
 1. Ended the year ahead of where we expected to be - starting in a great position.
 - a) Personnel costs - Some weren't here the full year. We thought we'd be \$80k in deficit; based on last week's finance committee meeting, our fundraising success means our expected \$55k deficit will be somewhere in the neighborhood of \$25k instead (which will be covered by our operating reserve)
 - b) Our budget is worked out - details:
 - (1) Increased salary wage rates for employees
 - c) Mike started a discussion on **additional Library hours**: We're still only operating on a 47 hr week. We've raised \$90k additionally from the town over the past two years so it's time for us to consider expanding our hours.. Our goal is to have the Town fund about 82% of our core operating costs. We want to move our costs up now; be open Sundays and possibly a weeknight. We don't do fundraising until after the town budget year, so it's hard to predict – we have to take whatever our experiences have been in a prior year and do our best to estimate.
 2. Capital Funds: We have \$1.2m in Cap Reserve, which has not been replenished following the drawdowns needed to subsidize operations in past years; the book fund is in good shape.

3. Discussed generator project - do we want the bottom floor or top floor?
4. Memorial book fund - too highly restricted in terms of how we can use it - we're bottlenecked but discussions continue with the Haibt family.
5. Cost of potential large-scale expansion project (incl. elevator) ~\$1m

B. Development updates (Ali & Mary reporting):

1. **Annual Appeal Results** (Mary): For 2022, mail-in Annual Appeal results - \$152,172.12; newsletter results - \$15,836; Library Giving Day: \$1.5k; May Donor NL \$7,762; Spillover: \$24k; TOTAL: **\$229,201.41**
(2021 we received a \$50k check but made \$198,197.14; we made \$3k in car donations; and ~\$32k spillover - **\$253,473.56 total**)

C. Director's Report (Mary):

1. New program success:
 - a) Spanish Conversation for Adults
 - b) Gardening: Living with the Seasons
 - c) Caregiver Series: Writing About Grief
 - d) Getting a seed library - checking out seeds shortly. People can bring in seeds, check out seeds.
2. Garden Room A/V Upgrade - we finally got an HDMI outlet! New microphone system arrived; not been installed yet but there will be 6 wifi microphones when done. Estimate for visual loop project where those with hearing aids can see when to loop into a speaker; headphone accessibility as well. (See Director's Report document for additional details)
3. **Library hours:**
 - a) Mary handed out the "Monthly Traffic By Hour" sheet. Mary noted Sunday is the most desired day for more hours per a recent survey. We would have to hire two new part-time staff members to work 2-4 p.m.
 - b) **MOTION (put forward by Mike): Should we increase service hours by opening the Library on Sundays (10-5) and Thursdays (until 7 p.m.)** (once we notify the Town and plan the budget)?
 - (1) Ian seconded the motion
 - (2) Unanimous approval**
4. Major B&G issue last Saturday and had to close the Library:
 - a) We had a pump that hooked us up to the sewer. The Town discovered this pump in the janitor's closet. They connected it outside so our "fluids" are ejected but we have to keep our septic

(so solids remain in septic). Every other vendor in town has sewer except us.

Alarm went off in janitor's closet. George came and noticed the pump had broken; water filled to the top of the pump - there's an electrical box inside and that was ruined. \$5k cost to put in a new pump and new electrical system.

We learned it was not to spec - buried very deep, too old.

D. Action Items:

1. **Committee Assignments:**

- a) **Finance:** Ian*, Sue H., Larry
- b) **Booksale:** Cassie*, Eileen
- c) **DEI:** Amy*, Ali, Community members (Mary H., Rhea)
- d) **B&G:** Sue H.*, Tony, Larry
- e) **Development:** Ali*, Cassie
- f) **Nominating:** Vienna*, Tony, Susan
- g) **Personnel:** Susan P*., Jennifer
- h) **Programming:** Eileen*, Amy, Jennifer
- i) **Ad Hoc:** Strategic Plan - Vienna, Jennifer; Events: Cassie, Sue H., Eileen;

MOTION to approve committee member assignments: Ian proposed; Mike seconded the motion; unanimous approval

E. DISCUSSION:

1. Addendum to Town of Bedford Library agreement

- a) Ian: Every year, the Town asks us to sign an agreement for funding; it hasn't changed very often, but this year the Town wants to add a clause that basically says KVL will be responsible for fundraising and program activities. It's problematic in that it's too broad and that it undercuts the discussions we've been having with the Town around their primary responsibility for funding. The problem is that it says, "as an association library..." (there is a fundamental misunderstanding of what the Library is/services that the Library provides and the fact that even though we are an association library we are an arm of the Town of Bedford. We don't know if they gave the other two libraries this language proposal as well (TBD). We will ask them at the next meeting where it came from, what they're trying to accomplish by adding it, ensure they won't ascribe a new purpose to it in future years etc. Supervisor wants us to be a prominent fundraising institution. Need to make sure it has nothing to do with funding the Library at a sustainable rate.

2. Library events and community perception discussion

- a) Perception of the Library can be improved. That said, we've discussed bringing back the "Spring into Summer" event - but our reputation is precarious, and this event has a "party" reputation. How do we make something fun and open to the whole community – family-friendly etc. (new families, POC/Hispanic community, etc.)?
Ask ourselves: What is the purpose of each event, and how do we plan the event to suit the purpose?

MEETING ENDED AT 9:15 P.M.