



Katonah Village Library

Board Meeting Minutes

3/27/23

Abbreviated Meeting – IN-PERSON

Call to order (Mike Dwyer) at 7:04 p.m.

Present: Larry Bartelmucci, Eileen Sullivan, Cassie Coccaro, Tony Mamo, Vienna Wong, Michael Dwyer, Amy Drucker, Ali Vigil, Mary Kane, Susan Hayes, Jennifer Versacci, Susan Hassett , Ian Shaw

Absent:

Approval of Minutes

From February 27, 2023 Board meeting approved unanimously.

Director's Report (Mary Kane) See attachment.

Action Items:

- Approval of Library carpet cleaning – approved unanimously.
- Approval of DEI statement - approved unanimously.

General Topics and Discussion

We discussed our policies around patron complaints.

2022 Annual Appeal Presentation - Ellen Waltmyer

- 2022 annual appeal had a 3X increase over 2018; great progress.
- We had a 1% response rate, benchmark response rate is .5% - 2.5%.
- Total raised through direct mail and online. Donor-centered, customized communication, teaser copy on outside of mailing envelope, giving coupon and P.S.
- Matching Gift Challenge #1 of \$25K met goal in 8 days.
- Matching Gift Challenge #2 provided 12 mid-level donors to pledge an increased gift. Intro letter was followed up with a phone call. Met goal in 7 days.

- Donor newsletters are a new way to engage with current donors, as well as driving additional donations.
- On May 5 we will be having a thank you event at the library for our donors; it's an opportunity to socialize with them and share with them how their support makes a difference.

Finance Committee (Dwyer, Hassett, Shaw)

We are tracking well against the 2023 Budget. We are able to fund an additional part-time librarian and expanding the hours the library is open.

Mary and Mike met today with Supervisor Calves, Comptroller Zambrano, and Councilperson Bittker. We reviewed our 2022 year end results, especially the positive trend in our 5-yr average Annual Appeal; this revenue stream together with our other "core revenue" is expected to be sufficient to relieve any reliance on our Special Operating Reserve in another year or so. Provided the Town of Bedford continues to provide increased operating support of \$45K (\$22.5K in each of the next two years), KVL will be sustainably supported at fully restored service levels (defined as 54 hrs per week).

Building & Grounds (Hassett)

We discussed quotes for carpet cleaning, est. \$2700 is the best quote. We may need to close the library for one day to allow for proper cleaning and drying.

Master planning committee formed to determine next steps.

Nominating Committee (Wong)

Two issues to resolve, 1) Four board members are cycling off and 2) almost all are board officers. Next Steps:

- Partner with DEI to consider a balanced approach to recruiting and to evolve the board to be more representative of a diverse community.
- Consider expanding prospective board search beyond town of Bedford and Katonah hamlets

DEI Committee (Drucker)

DEI committee drafted a statement that outlines the mission and the guidelines that will be followed for this new committee. The Board voted unanimously in support of the draft endorsing the DEI committee mission and guidelines. Discussion will continue around whether certain components should be written into the library bi-laws or possibly added to KVL's website.

We are continuing to increase our Spanish language reading materials and expanding our programming to include multi-cultural events.

Development Committee (Montano-Vigil)

The committee has been focused on the invite-only Donor Stewardship event, including how the Board will interact with the donors, talking points, FAQs with answers, etc.

*****Board Meeting adjourned at 8:16pm.**

Respectfully submitted,
Jennifer Versacci, Secretary



KATONAH VILLAGE LIBRARY
We are Community...

February 25-March 25, 2023

Fine Free and Sunday Hours

The Library announced its new fine-free policy to the public and is consequently getting positive feedback. Staff have been working to eliminate past patron fines. (This is not something that WLS can do and must be done by individual patron through reports.) KVL also announced our new hours that will be starting on April 16th. Again: positive public reaction.

Program Highlights

On March 25th, KVL staffed a table at Bedford 2030's Tree Expo. Over 450 people attended. Development Manager, Ellen Waltmyer, and I connected with many community members and organizations. Additionally, Leslie Dock was at KVL's table discussing the library's new Seed Library (which officially opened last week) and the various gardening programs offered by KVL. The library sponsored an art opening for invited artist Spencer Eldridge and is also currently exhibiting works by Suny New Paltz's Ceramics dept, students and faculty. The Children's Department recently initiated a weekly bilingual storytime for children on Saturdays.

Library Personnel

Newly hired staff has been training in anticipation of Sunday's hours. Cara Mackenzie has been hired as a Librarian in training to help with reference desk coverage and adult collections/duties.

Meetings and Webinars Attended

Development Committee Meeting

Nominating Committee Meeting

Meeting with Rhea Johnson for DEI Committee update

Meeting with John Bart: Donor Appreciation event planning

PLDA meeting

Meeting with attorneys regarding Art Exhibit Policy

Webinars:

Libraries and Menstrual Literacy

Helping Patrons get started with Libby

Making the most of your Overdrive account