



# Katonah Village Library Board Meeting Minutes 1/22/24

## Meeting – IN-PERSON

**Call to order** (Susan Hassett) at 7:05 p.m.

Present: Susan Hassett, Mary Kane, Amy Drucker, Alicia Montano Vigil, Larry Bartelemucci, Ian Shaw, Vienna Wong, Stephanie Adler Yuan, Tanya Fatimi, Catie Hall, Joe Lemire, Eileen Sullivan

Absent:

**Approval of Minutes:** December 2023 board meeting minutes approved unanimously.

### **Nomination of Officers:**

The following board officers were unanimously approved for 2024:

Ian Shaw, President  
Susan Hassett, Vice President and Co-Treasurer  
Catie Hall, Co-Treasurer  
Alicia Montano Vigil, Secretary

### **Director's Report (Kane)**

Call for interested board members and community members to contribute to a refreshed strategic plan.

### **Annual Appeal Update**

Fundraising numbers update:

November 1 – December 31: \$225,481.84

January 1 to date: \$4,185.

Reminder that we categorize our annual appeal donations as repeatable and non-repeatable. Non-repeatable donations are usually one-time matching challenges. We use repeatable annual donations as the basis for budget projections.

### **Discussion items:**

Possible 414 petition.

Needed updates to employee handbook.

Donor Appreciation Event is scheduled for May 3 and trustees should be prepared to help.

### **Action Items:**

1. Approval of expense for left side boiler pump repair – approved unanimously.

2. Approval of expense for additional security cameras – approved unanimously.
3. Approval of addition of policy to employee handbook – tabled. Will review with attorney and discuss at a later meeting.
4. Approval of change to employee handbook to amend sick leave – approved unanimously.

### **Finance Committee (Shaw)**

Bookkeeper gave full 2023 actuals, at the last projection we were going to need to transfer approximately \$40k from the operational reserve account, That number will be confirmed subsequently with the bookkeeper and reconciled to the budget.

### **DEI Committee (Drucker)**

Will be looking for community members to join.

### **Master Planning Committee (Bartelemucci)**

There are 6 companies submitting. The walk-thru is 1/26 with proposals due 2/2. The request for proposal is open-ended so we're hopeful to elicit creative ideas.

Board meeting adjourned at 8:31pm.

Respectfully submitted,  
Alicia Montano Vigil, Secretary

## **Director's Report**

### **Building Issues**

Water: With the recent rainstorms, the library's leaky sunroom issues were exacerbated. The water came through the ceiling and into the children's room from several locations and staff put buckets in place. While the library accepted an estimate to have the sunroom sealed/repared, the sealant needed can only be utilized when weather permits, so we are in a holding pattern.

Fire alarms: KVL has had three fire alarms in two months, resulting in evacuation of staff/patrons, and firetrucks on the scene. Each time, no fire or smoke was found. Knight Security came after the second alarm and noted that both alarms had been started in the men's room and they believed vaping caused this (as the alarm sensors were in working order). There was also some destructive behavior in one of the restrooms.

### **Concern for Patron**

A seemingly unhoused man, carrying a giant garbage bag appeared in the library on several dates. He stayed in the library for hours at a table, sleeping at times. He did not respond to queries asking if he needed help. Last week, the man appeared to be very sick, constantly coughing and not covering his mouth. This went on for several hours and both patrons and staff members were concerned. After the man left the library, I called the MCRT "mobile crisis response team" in Mt. Kisco, a trained team who deals with people in need, and expressed my concern over the man's health. However, MCRT told me I must call the Bedford Police first and then their team would be dispatched. The man has not returned to the library.