

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**March 28, 2016**

**Board members present:** Ellen Roth, Agnes Leyden,  
Cindy Neff, Michele Keefe, Mark Geisler, Christine Puente, Charles Smith

**Also present:** Jill Davis, Director

**Ms. Keefe called the meeting to order at 8:06pm.**

**The minutes of the February 22, 2016 meeting** were approved on a **motion** made by Ms. Puente and seconded by Mr. Geisler; motion carried (6-0) with Mr. Smith abstaining.

**FINANCES - Mrs. Davis**

- **Budget-to-Date** -- reviewed and accepted as in line with 8 months of our FY.
- **Treasurer's Report** - reviewed and accepted.
- **Miscellaneous Income Report** - reviewed and accepted.
- **TD Bank** - We will begin our relationship with TD Bank's Municipal Banking department by June 2016, and will be opening 3 accounts. Two will be non-interest bearing and the third will be interest bearing. One of the non-interest bearing accounts will be a holding account that will be required to maintain a \$250,000 balance to offset the regular monthly fees associated with these types of accounts. Mrs. Davis presented 3 possible options for meeting this requirement. A **motion** to move two reserve accounts (Wells Fargo 2892 and Synchrony 5315) totaling approximately \$250,420 to the new TD Bank holding account was made by Ms. Roth and seconded by Ms. Neff; motion carried (7-0).

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

❖ **Expansion Update**

Mrs. Davis reported that no significant progress has been made. The engineer and architect are working on the documents needed to proceed with both the re-financing and the children's room expansion.

❖ **Approval of 2015 NYS Annual Report**

Mrs. Davis reported that our New York State Annual Report has been submitted to WLS for final review and submission. She made available a copy of the report prior to the meeting. Mr. Geisler questioned if the Board of Trustees were the owners of the Library building and property as stated in the report. Mrs. Davis will look into this and report her findings. A **motion** to approve the NYS Annual Report with email address corrections was made by Ms. Puente and seconded by Ms. Leyden; motion carried unanimously (7-0).

❖ **Board Terms**

A **motion** to extend Ms. Rosen's trustee term for 3 additional years effective July 1, 2016-June 30, 2019; and allowing her to exceed the three, 3 year term limit was made by Ms. Neff and seconded by Ms. Roth; motion carried unanimously (7-0).

A **motion** to extend Mr. Geisler's trustee term for 3 additional years effective July 1, 2016-June 30, 2019; and allowing him to exceed the three, 3 year term limit

was made by Ms. Leyden and seconded by Ms. Roth; motion carried unanimously (6-0) with Mr. Geisler abstaining.

❖ **Board of Education Meetings**

The April 6<sup>th</sup> Board of Education meeting will be held at the Library. District art will again be displayed in both the main gallery and the hallway. A reception is scheduled to begin at 6:30 pm with the board meeting beginning at 7:30 pm. All board members are invited to attend.

❖ **Employment Handbook**

After review and minor changes a **motion** to approve the Employment Handbook was made by Ms. Puente and seconded by Mr. Geisler; motion carried unanimously (7-0).

**NEW BUSINESS**

❖ **Compensation Committee-Suggested Starting Salaries**

The policy was reviewed to assure all job titles are reflected in the document.

A **motion** to accept the 2016-2017 Suggested Starting Salaries as presented was made by Ms. Roth and seconded by Ms. Leyden; motion carried unanimously (7-0).

❖ **Device Charging Station**

Mrs. Davis was approached by a vendor who wanted to provide the Library with a station that patrons could use to charge their electronic devices. The cost would be free, but the vendor would find a local sponsor who would advertise on the unit thus covering the costs. It was decided that this could falsely imply that patron's devices were being monitored and impose on the Library a responsibility to safeguard the patron's device as well as open the Library up to other local businesses wanting advertising opportunities. Mrs. Davis will contact the vendor and decline the offer.

❖ **Artist Fundraiser for Library**

An exhibitor has asked if they can hold a raffle at their reception of a piece of their artwork and donate the proceeds to the library. It was agreed that this was a welcome and considerate gesture.

**DIRECTOR'S REPORT- See attached**

**DEPARTMENT REPORTS - (January, May, September)**

**CORRESPONDENCE**

**OTHER**

**Meeting adjourned at 8:56 pm.**

**NEXT MEETING: Monday, April 25<sup>th</sup> -7:15 pm-Annual Meeting  
General Meeting to follow**