

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**October 5, 2016 (September Meeting, Rescheduled)**

**Board members present:** Ellen Roth, Agnes Leyden, Kathy Americo, Michele Keefe, Mark Geisler, Charles Smith, Jeffrey Schwartz, Cynthia Neff

**Also present:** Jill Davis, Director, Jenny Kolesar, Business Manager, Eleanor Daly, Administrative Assistant

**Ms. Leyden called the meeting to order at 8:00 pm.**

**The minutes of the June 27, 2016 meeting** were approved on a **motion** made by Ms. Keefe and seconded by Mr. Schwartz; motion carried (6-0) with Mr. Geisler and Ms. Neff abstaining.

**FINANCES - Mrs. Davis**

- **Budget-to-Date Final for 7/15-6/16** -- reviewed and accepted.
- **Budget-to-Date-July and August**-reviewed and accepted. Mrs. Davis reported that we expect our first disbursement from the Hendrick Hudson School District for our approved tax levy for the 2016-2017 fiscal year by October 15, 2016.
- **Treasurer's Report** - reviewed and accepted. Mrs. Davis explained that the decrease in the capital accounts was due to the payment of a portion of the architectural fees (Lothrop) for the upcoming construction project. These fees will not be recovered upon completion of the bond purchase agreement.
- **Miscellaneous Income Report** - reviewed and accepted.
- **Fund Balance**-after discussion, a **motion** to make an exception to the Fund Balance Policy and transfer the entire 2016-2017 fund balance of \$75,000 from the operating savings account into the Synchrony MMA account, to offset the non-reimbursable expenses from the construction project, was made by Mrs. Neff and seconded by Mr. Schwartz; motion carried unanimously (8-0).
- **Signature CD 10/7/16**- Mr. Schwartz recommended moving the Signature CD to Synchrony and depositing it in either their 12 month CD (1.25%) or a Synchrony savings account at 1.05%. Since at Synchrony we are only eligible for money market and CD accounts, the Signature CD will be closed and a new 12 month CD opened with Synchrony at the 1.25%.

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

❖ **Retiree Health Benefits Comparison**

After review and discussion of the health benefits provided to the Library's current retirees' through NYSHIP versus Benistar, an alternative Medicare health service provider (see attached comparison), a **motion** was made to remove the retiree class of employees from NYSHIP as of February 1, 2017, and enroll them with Benistar by Ms. Keefe and seconded by Mr. Schwartz, motion carried unanimously (8-0). The Benistar premium is significantly less, with comparable coverage, that benefits both the library and the retirees. The new plan doesn't require the Library to reimburse the retirees' for the Medicare Part B premium which results in significant savings for the Library with minimal increases to the retirees.

## NEW BUSINESS

### ❖ **New Trustees/Term extensions for M. Keefe and A. Leyden**

Both Ms. Leyden and Ms. Keefe's three, 3-year terms are up at the end of the 2016-2017 fiscal year. Ms. Leyden will continue on and Ms. Keefe will make a decision by the November meeting. A motion will be required to allow for the extension of the trustees beyond the 3 term limit.

### ❖ **New York State Annual Report-Trustee Update Requirement**

New York State now requires that libraries with a range of trustees listed in their charter (HHFL= 7-11) must approve, by resolution, the increase or decrease of the actual number of trustee's at their annual meeting. To comply with this requirement a **motion** was made to approve the number of trustees for the Hendrick Hudson Free Library as 10 for the fiscal years 2015-2016 and 2016-2017 was made by Ms. Neff and seconded by Mr. Schwartz, motion carried unanimously (8-0).

### ❖ **Strategic Plan Update**

The strategic planning committee met (Ms. Roth, Ms. Rosen, Ms. Keefe and Ms. Puente) and began reviewing and discussing the HHFL's current long range plan document which expires at the end of 2017. A number of plans were examined and discussed. The committee will meet again before the end of the year to begin work on a first draft.

### ❖ **Policy Wording Change**

A **motion** was made to revise the first paragraph of the Employee Health Care section of the Employee Handbook to read, "The Library has made provisions for health insurance coverage for its active employees. Currently, the Library pays the entire cost of a full-time (35 hours) employee's health insurance and 50% of dependent(s) cost for employees hired before December 31, 2007. For employees hired after January 1, 2008 the Library pays the entire cost of a full-time (35 hours) employee's health insurance and 35% of dependent(s) cost. A health insurance waiver which provides a monetary compensation in lieu of health insurance is also available. Eligible employees may discuss this with the Business Manager" was made by Ms. Leyden and seconded by Ms. Roth, motion carried unanimously (8-0).

### ❖ **Cortlandt Youth Cancer Walk**

Mrs. Davis was contacted by the new director of the Cortlandt Youth Center and asked if the Library would display a collection box for donations (monetary) for a walk that the Cortlandt youth will be participating in. Currently, the Library's policy restricts fundraising on library property by organization other than the library. This policy will be reviewed by the policy committee.

**DIRECTOR'S REPORT- See attached**

## **CONSTRUCTION UPDATE-See attached**

Mrs. Davis, Mrs. Kolesar and Mrs. Daly reviewed all of the progress to date of the entire project and answered any questions.

- Bond Documents
- Financing
- Construction Project
- Obstacles
- Out of Pocket Expenses
- Savings
- Motion to Approve Contractor

A **motion** to allow Mrs. Davis to enter into a contract, on behalf of the library, for the children's room construction project with Yankee Construction was made by Mr. Geisler and seconded by Ms. Roth, motion carried unanimously (8-0).

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

### **CORRESPONDENCE**

Thank you note from Mr. Geisler for the fruit basket sent with condolences on the passing of his mother.

### **OTHER**

**Meeting adjourned at 10:07 pm.**

**NEXT MEETING: Monday, October 24<sup>th</sup> 8:00 pm**