

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
February 26, 2018

Board members present: Ellen Roth, Mark Geisler, Philip Brandon, Charles Smith, Agnes Leyden, Jeffrey Schwartz, Cindy Neff, Karen Rosen

Also present: Jill Davis, Director

Ms. Leyden called the meeting to order at 7:40 pm.

Pledge of Allegiance was recited.

The minutes of the January 22, 2018 meeting were approved on a **motion** made by Mr. Geisler and seconded by Ms. Rosen; motion carried unanimously (7-0) with one abstention.

FINANCES - Mrs. Davis

- **Budget-to-Date**-reviewed and accepted. Mrs. Davis discussed income and expense items.
- **Treasurer's Report** - reviewed and accepted
- **Miscellaneous Income Report** - reviewed and accepted.
- **Synchrony CD 1/10/2018** - after discussion it was decided to place the \$104,000 CD, which upon maturity was transferred into the Synchrony money market, into a 3 month CD with TD Ameritrade.
- **Roth Family Donation** - the \$75,000 donation will be transferred into a 3 month CD at TD Ameritrade while the board investigates other investment opportunities. Mrs. Roth suggested that the library might want to look into investing the funds more aggressively than a CD. Mrs. Davis will contact the appropriate sources to see if this is allowable under our charter.

PUBLIC COMMENTS -NONE

OLD BUSINESS

NEW BUSINESS

- **Approval of New York State Annual**
Mrs. Davis reported that our New York State Annual Report has been submitted to WLS for their final review and submission. A **motion** to approve the NYS Annual Report was made by Ms. Leyden and seconded by Mr. Schwartz; motion carried unanimously (8-0).
- **Resolution to Exceed the Tax Cap**
A motion to override the NYS Tax Cap was made by Ms. Rosen and seconded by Mr. Smith; motion carried unanimously (8-0). See attached resolution.
- **2018-2019 Budget Presentation at Board of Education Meeting**
Ms. Leyden will present the Library's budget, for inclusion on the May 15th ballot, at the March 7th Board of Education meeting at the high school library at 7:30 pm. Mrs. Davis will attend along with any available trustees. Mrs. Davis will provide last year's talking points for Mrs. Leyden to review and change accordingly.

- **Policy Committee**

It was agreed that Mrs. Davis would provide our Whistleblower, Conflict of Interest and Bylaws to Pro Bono Partnership for their review. Once they have reviewed them the committee will meet to go over all of the current public policies.

- **Suggested Starting Salaries 2018-2019**

With the required increase in the NYS minimum wage rate by \$1.00 each year until it reaches \$15.00 at the beginning of 2021, the committee will meet to revise our document to adhere to the law and present its recommendation at a future meeting.

- **Trustee Term Renewals**

Ms. Americo and Mr. Smith's 3-year terms are up at the end of the 2017-2018 fiscal year. Mr. Smith will continue on and Ms. Americo was absent and will be asked at a later date for her decision. Ms. Neff's three, 3-year terms are up at the end of the 2017-2018 fiscal year. A **motion** to extend Ms. Neff's trustee term for 3 additional years effective July 1, 2018-June 30, 2021, and allowing her to exceed the three, 3 year term limit was made by Ms. Leyden and seconded by Ms. Rosen; motion carried unanimously (7-0) with Ms. Neff abstaining. Mr. Smith accepted the request that he be put on the slate of officers as the board secretary for July 1, 2018-June 30, 2020. The full slate will be presented at the March 26, 2018 meeting.

- **2018-2019 Budget**

The Board reviewed and discussed the proposed 2018-2019 budget. Both the income and expenses were reviewed and Mrs. Davis answered questions. The board approved including an additional line in the budget titled PILOT Replacement Reserve Fund. This line would include additional monies from the levy that would be used to reduce the burden that will come with the closing of the Indian Point Power Plants. Mrs. Davis agreed to speak with Mrs. Kolesar, the Business Manager, to investigate a way in which this can be accomplished. A **motion** to approve the proposed budget with a 5% budget to budget increase (a tax levy of \$992,150) was made by Mr. Schwartz and seconded by Ms. Roth; motion carried unanimously (8-0). After reviewing the Library Director's 2017 accomplishments a **motion** to approve an increase of \$3000 to the Library Director's salary in the 2018-2019 FY budget was made by Ms. Leyden and seconded by Ms. Rosen; motion carried unanimously (8-0).

DIRECTOR'S REPORT

- **Edible Book Festival** -flyer included

- **Flyer to Lakeland Schools**

A flyer (attached) was produced which was distributed to the five Lakeland elementary schools providing them with information about the four Cortlandt Libraries (Peekskill, Croton, Hendrick Hudson and Shrub Oak) where they have the choice of receiving their library cards from. This was done to promote library services in this area of the Town of Cortlandt.

- **LIVE Event**

Mrs. Kolesar and Mrs. Davis will attend the event as library representatives. The board sponsored the event and along with publicity, two tickets were included.

- **Passport Acceptance Location**

The Library is in the process of applying to become a passport acceptance location. If approved, a number of staff will be trained to process passport applications. The Library can then begin issuing passports as a call ahead service much like the current notary service.

- **News 12 Library Coverage**

The Library has been in the news multiple times in the last month. Mrs. Davis was interviewed for a piece on solar installation and the new tariffs; Assemblywoman Sandy Galef held a press conference for organ donor registration at the library, and a local County Police Officer along with his service dog, were interviewed at the library for their help in solving a high profile electronics case in NYC.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

OTHER

Meeting adjourned at 9:45 pm.