

**HENDRICK HUDSON FREE LIBRARY  
Board of Trustees Meeting  
March 26, 2018**

**Board members present:** Ellen Roth, Mark Geisler, Philip Brandon, Charles Smith, Agnes Leyden, Cindy Neff, Kathy Americo

**Also present:** Jill Davis, Director

**Ms. Leyden called the meeting to order at 8:05 pm.**

Pledge of Allegiance was recited.

**The minutes of the February 26, 2018 meeting** were approved on a **motion** made by Ms. Neff and seconded by Ms. Roth; motion carried unanimously (6-0) with one abstention.

**FINANCES - Mrs. Davis**

- **Budget-to-Date**-reviewed and accepted. Mrs. Davis discussed income and expense items. Tax levy and PILOT payments were received. Increase to insurance was due to the addition of the new children's space to the policy. Utilities were high due to a malfunction with the new Mitsubishi units. Mrs. Davis and Mrs. Kolesar are working closely with the HVAC company to get the issue resolved.
- **Treasurer's Report** - reviewed and accepted
- **Miscellaneous Income Report** - reviewed and accepted.
- **TD Ameritrade**-\$100,000 from the Synchrony CD that matured was put into a 3-month CD with TD Ameritrade at 1.65%. CD will mature July 11, 2018.
- **Roth Family Donation** -Current options for the \$75,000 donation were discussed. Mrs. Davis will contact TD Ameritrade to request information on 9-12-18 month terms at low-medium-high risks. Ms. Leyden inquired as to if a date for the dedication of the children's room had been chosen. Ms. Roth suggested that the summer would be a good time.

**PUBLIC COMMENTS -NONE**

**OLD BUSINESS**

- **Officers for July 2018-June 2020**

Ms. Leyden presented the July 1, 2018-June 30, 2020 slate of officers as follows:

President: Cynthia Neff

President Elect: Kathy Americo

Secretary: Charles Smith

Treasurer: Jeffrey Schwartz

A **motion** to accept this slate was made by Ms. Roth and seconded by Mr. Geisler; motion carried unanimously (7-0).

- **2018-2019 Budget-PILOT Replacement Reserve Fund**

Any remaining balance at the end of FY2018-2019 will be subject to the fund balance policy guidelines and/or will be placed into a PILOT Replacement Reserve Fund and used to pay down the current debt service as allowed by law and in accordance with financial conditions.

- **2018-2019 Budget Presentation at Board of Education Meeting**  
At them March 8<sup>th</sup> BOE meeting, Ms. Leyden requested that the 2018-2019 HHFL budget be placed on the May 2018 ballot as a proposition. She thanked the trustees who were able to attend (Mr. Geisler, Mr. Brandon, Ms. Neff) along with Mrs. Davis. The presentation was well received and both the library and Mrs. Davis praised for all they do for the community.
- **Final Children's Room Donation List**  
Ms. Leyden inquired as to if any additional e donations had been received for the Children's Room Fund Drive. At this time no additional donations have been received. All those who donated will be listed in the annual report which will be available at the April meeting.

## **NEW BUSINESS**

- **Future Salaries Review**  
The board reviewed the five year view of proposed salary increase for both hourly and full time staff. There was discussion around the feasibility of maintaining this schedule. The mandatory increase in the minimum wage over the next 4 years and its impact was also discussed. It was determined that the proposed increases would be dependent upon the financial state of the library each year and that these figures could adjust as needed.
- **Suggested Starting Salaries 2018-2019**  
Will be discussed/revise at a later date
- **Policy Committee (Pro Bono Policy Review)**  
Mrs. Davis reported that an attorney had been assigned to review the Conflict of Interest, Whistleblower and Bylaws of the library. Once reviewed, the policy committee will meet to discuss and review the remaining policies.
- **WLS Workshop on Sustainable Fundraising Through Your Newsletter**  
Ms. Neff attended a workshop at WLS that discussed the ways that organizations can use their newsletter as a fundraising tool. She brought up many good points that will be incorporated into future marketing plans including producing a year end newsletter (we currently do a quarterly program guide) using actual pictures, produced in color and used as a tool to promote donations.
- **Library Newsletter**  
Liberty Press will be closing as of May 1, 2018. The library will need to secure a new vendor to design, print, and mail our quarterly newsletter. Mr. Brandon, Mrs. Davis and Mrs. Daly are gathering estimates from numerous printers and will recommend a new vendor at the April meeting.
- **Lothrop Contact Amendment**  
The current contract with Lothrop for the Children's Room Addition, was amended to include the possible renovations of the downstairs public restrooms. The restrooms will be funded by a grant from NYS which was sponsored by Assemblywoman Galef. The grant is for \$125,000. No movement will be made on this project until the funding is secured.

- **Museum Pass Donations**  
Mrs. Davis proposed offering the sponsorship of one of our museum passes as a donation possibility for patrons who might want to contribute to the library in a tangible way.
- **New Board Member Interview**  
An application for filling the trustee vacancy left when Ms. Puente had to resign in November 2017 was received and reviewed by the board. Mrs. Davis will set up an interview with the prospective trustee for early April. If approved she will fill Ms. Puente's remaining term (thru June 2018) and be nominated for a new 3-year term at the 2018 Annual Meeting.

(Mrs. Davis left the room)

- **Directors Review**  
Board members discussed the written review of Mrs. Davis. Ms. Leyden will compile the review and meet with Mrs. Davis to discuss it before the next board meeting.

## DIRECTOR'S REPORT

- **Westchester Green Partnership Leaders in Sustainability**  
Mrs. Davis was a panelist and spoke about the library's accomplishments in the WGP program and the relationship with the NYLA Sustainability Initiative.
- **Storm Update-Trees and Fence**  
The trees that fell from the Tuttle property onto library property during the two recent storms have been removed. Mrs. Davis is getting an estimate for replacing the fence. The library insurance company will cover the cost.
- **Rain Garden Girl**  
The sculpture for the rain garden will be arriving by the end of the month. Mrs. Davis is working with Crown Trophy to get the proper plaques produced.
- **Buchanan Dental Arts Donation**  
Buchanan Dental Arts will be sponsoring our Battle of the Books team this fall. The sponsorship will include purchasing the team tee-shirts, snacks and other items as need to support the event. They will also provide funding for a patron appreciation day which will be held later in the year.

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

## CORRESPONDENCE

## OTHER

Meeting adjourned at 10:02 pm.