

**HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
June 25, 2018**

Board members present: Ellen Roth, Philip Brandon, Mark Geisler, Agnes Leyden, Jeffrey Schwartz, Karen Rosen, Charles Smith (arrived 7:35 pm), Kathy Americo, Francoise LeGoues

Also present: Jill Davis, Director

Ms. Leyden called the meeting to order at 7:20 pm.

Pledge of Allegiance was recited.

The minutes of the April 23, 2018 meeting were approved on a **motion** made by Ms. Rosen and seconded by Ms. Roth; motion carried (6-0) with one abstention.

The minutes of the May 21, 2018 meeting were approved on a **motion** made by Mr. Schwartz and seconded by Mr. Geisler; motion carried (6-0) with two abstentions.

FINANCES - Mrs. Davis

- **Budget-to-Date**-reviewed and accepted. All income has been collected for the FY 2017-2018. Mrs. Davis reviewed expenses.
- **Treasurer's Report** - reviewed and accepted. Mr. Schwartz suggested that the MMA held at Synchrony Bank (\$136,479) be moved into a Savings account at Synchrony to a benefit from a better rate. Mrs. Davis believes (and has confirmed) that Synchrony will only allow for CD's and MMA for Businesses. There is a 3-month CD which is coming due in the Ameritrade account on 7/11/2018. As the maturity date draws closer Mrs. Kolesar will investigate rates and correspond with Mr. Schwartz on a decision on whether to move this money in to another investment option. The Roth Family Donation will remain where it is until September as we continue to investigate the purchase of property adjoining the library.
- **Miscellaneous Income Report** - reviewed and accepted.

PUBLIC COMMENTS -NONE

OLD BUSINESS-NONE

- **Children's Room Naming Date**
Mrs. Davis and Ms. Roth met and the naming of the children's library will be Sunday, October 7, 2018, to coincide with the one year re-opening of the room. The room will be named after Leonora Roth. A private ceremony will be held, and then the public will be invited to celebrate with a bouncy castle on the front lawn and ice cream.

- **Pro Bono Policy Review**
Our Whistleblower, Conflict of Interest and Bylaws were reviewed by Donald Ross from Covington and Burling, LLP for their adherence to law. The policy committee reviewed, submitted questions, and presented the 3 finalized versions of the recommended policy changes to the full board (with a summary of the major changes). Mr. Geisler led a discussion. A **motion** to replace the current Hendrick Hudson Free Bylaws with new version was made by Mr. Geisler and seconded by Mr. Schwartz; motion carried unanimously (9-0). A motion was made to accept the new Conflict of Interest and Whistleblower Policies was made by Ms. Rosen and seconded by Mr. Brandon, motion carried unanimously (9-0). Mrs. Davis will thank Mr. Ross and the Pro Bono Group for their help in this matter and will post the new policies on the library website. It was noted that we are waiting for approval of our September 2017 Charter change of the trustee terms from 5 years to 3 years to be approved by the New York State Regents.
- **Tuttle Property**
There has been no change on the status of the property. Mrs. Davis is in contact with the current owners and will keep the board apprised of any changes.
- **Fundraising**
The fundraising committee met and discussed what the fundraising efforts of the library might look like in the coming year. The committee decided that an appeal newsletter highlighting the libraries accomplishment as well as services offered would be produced on a yearly basis to be mailed at the beginning of December. A second event would be held at some point during the year. Possible ideas included a local author event during national library week, a Westchester Broadway Theater Charity Event (possibly with other libraries) and a Food Truck Festival at Georges Island. (see attached for additional ideas). The committee will begin work on the newsletter in September.

NEW BUSINESS

- ❖ **Re-wiring of final two AC handlers to be put on software**
The proposal for the inclusion of the remaining two air handlers onto our current software system was reviewed and discussed. The board had numerous questions that need clarification and would like at least one additional estimate for comparison. Mrs. Davis will contact the vendor to get the needed clarification and attempt to find another company to provide an estimate.
- ❖ **Addition of FT librarian position**
Mrs. Davis presented the board with documentation supporting the promoting of an employee who is currently working 25.5 to a full-time position beginning July 1st. There was a brief discussion and questions concerning the cost of benefits were addressed. It was agreed that Mrs. Davis could move forward with the promotion.

❖ **October Meeting to 29th**

To accommodate Mrs. Davis vacation plans the October 2018 board meeting will be held October 29th.

DIRECTOR'S REPORT

❖ **Trustee Institute on Budgeting (Somers)**

Mrs. Davis attend a WLS sponsored Trustee Institute on budgeting at the Somers Library.

❖ **2018 ECO Award from Westchester County**

Mrs. Davis and Mrs. Kolesar attended the Westchester County ECO Awards Ceremony at the Kensico Dam to receive a ECO award for all of our forward thinking environmental efforts.

❖ **Entergy Contribution to Cultural Fund**

Grant notification for \$20,000 to support our Cultural Fund was received from Entergy. This money will go to support cultural activities not funded through the operating budget.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

Mrs. Davis passed around a thank you note from a patron who appreciates all of our hospitality and services.

Ms. Leyden commented that she had met a patron of our library who says we are the best library in Westchester, and she knows because she attends many events in libraries throughout the county.

OTHER

Ms. Leyden thanked the board for their support during her 2 year term as board president and for all their efforts in what was an extremely successful year. All board members thank Ms. Leyden for her hard work.

Meeting adjourned at 8:25 pm.