

**HENDRICK HUDSON FREE LIBRARY  
Board of Trustees Meeting  
September 24, 2018**

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

**Also present:** Jill Davis, Director; Cheri Morreale, HHFL Reference Librarian

**Ms. Neff called the meeting to order at 8:10 pm.**

Pledge of Allegiance was recited.

**The minutes of the June 25 meeting were approved on a motion** made by Ms. Leyden and seconded by Mr. Schwartz; motion carried unanimously (7-0) with two abstentions (Mr. Smith and Ms. Neff).

**FINANCES - Mrs. Davis**

- **Budget-to-Date Final for 7/17-6/18**-reviewed and accepted
- **Budget-to-Date July and August**-reviewed and accepted
- **Treasurer's Report** - Mrs. Davis will check for the accuracy of the CD being held in the TD Ameritrade account. Either the term or the maturity date is incorrect. (\*\*update to minutes, the term should be 6 months). Mrs. Davis will have Mrs. Kolesar forward to Mr. Schwartz the account statements for the TD Ameritrade account, so that he can investigate the most accurate way to distribute the interest to the multiple products in that account.
- **Miscellaneous Income Report** - reviewed and accepted. Mrs. Davis noted that since June the library has been a passport processing facility and it is a desirable community service that is providing income.

**PUBLIC COMMENTS -NONE**

**OLD BUSINESS-NONE**

- **Children's Room Naming Date**  
The naming ceremony will be held on Sunday, October 7<sup>th</sup>. There will be a private ceremony at noon with family, staff and board members invited to attend. A celebration with the community will take place from 1 pm - 4 pm with a bouncy castle, ice cream and Daryl, the therapy dog.
- **Tuttle Property**  
Mrs. Davis distributed the appraisal done by Eastern Appraisals on the two parcels of land adjacent to the library parking lot. She was also in touch with the property owner, Jacqueline Tuttle Luptowski, to be sure she received the documents and to inquire what the next steps would be for the library to acquire the property through purchase and/or donation. Mrs. Luptowski responded that although she and her husband had not made any final decisions, she thought if they were to donate any of the property it would be the two pieces that were appraised. Mrs. Davis will reach out to her again thanking her and letting her know that the library is appreciative and will work with her and her family to be sure that the property reflects the legacy of her family's community involvement. Mrs. Luptowski will be away until after October 14, 2018.

- **Fundraising Committee Update**  
The committee met prior to the board meeting and is in the process of collaborating on the production of an end of year appeal letter. The committee has a target date for mailing the appeal letter of November and will keep the board up to date as things progress.
- **Rain Garden Plaque**  
The primary plaque has been installed in the garden. The donor, Mr. Chomiw, has seen the plaque and likes its placement, but has requested that we purchase another plaque that has "For the love of birds and books" on it for placement in the garden. Mrs. Davis has ordered the plaque.
- **Board Emails-Reply All**  
When responding to a board email that involves a vote, please be sure to "reply all" so that there is a record of everyone's response. We are required to have full consensus on electronic voting.

## **NEW BUSINESS**

- **Fund Balance 2017-2018**  
The projected fund balance for the 2017-2018 FY should be approximately \$50,000. Mrs. Davis requested that the money remain in the operating savings account until after the first tax levy/PILOT money has been received in mid-October to be certain all first quarter expenses can be met. All board members agreed to re-visit the distribution of the 2017-2018 FY fund balance at a later date.
- **Fundraising Software**  
The trial period of the Eleo donor software has expired. While the software has a great many uses and the cost is nominal, at this time Mrs. Davis and Mrs. Kolesar feel they can use the donor portion of the QuickBooks software to meet the library's current requirements.
- **Construction Grant Funds**  
The Library's request for 50% funding of the electrical upgrades and carpet replacement in the main portion of the library through the NYS Library Construction Grant Program has been approved by the Westchester Library Directors and the Westchester Library System. It will now go to the Department of Library Development for review and approval.
- **New Integrated Library System 2019**  
The Public Library Directors and the Westchester Library System Board of Trustees have approved the migration from our current circulation software provided by Sirsi Dynix to Evergreen Open Source. The full migration should be complete in April of 2019. There will be ample training of staff on the new system.

- **Sexual Harassment Policy/Training**

As of October 9<sup>th</sup>, the recently updated Sexual Harassment laws of NYS will go into effect. The Library's policy will need to be reviewed to be sure it meets all of the NYS requirements. Ms. Leyden provided the updated policy from her employer for reference to the policy committee. The committee will meet and revise the library's policy as needed and present to the full board for approval. Mrs. Davis has arranged for the NYS required interactive yearly training to take place for all library staff on December 14, 2018. Any staff member who cannot make this training will speak with Mrs. Davis and other arrangements will be made. Mrs. Davis will be trained in the new guidelines for future trainings.

- **Parent Request**

The parent of a child who has been spending time in the library requests that if the child is found at the library that she be told by staff that she is not allowed here. The request was discussed and it was determined that being a public building the request cannot be honored.

## **DIRECTOR'S REPORT**

- **Grants Secured:**

- Hope for Youth-\$3000; Children's learning materials (puppets, puzzles etc.)
- Con Edison-\$2250; Bio Bus
- Senator Murphy-\$5000; lounge furniture
- Constellation-\$500; summer reading program

- **Donation Box for Veterans**

A local high school senior is collecting NEW puzzle books, playing cards and small (less than 100 pieces) puzzles for distribution to the local veterans.

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

- Will be presented at the October meeting

## **CORRESPONDENCE**

- Thank you note from Joan Cito for the fruit basket sent with condolences on her husband's passing from the staff and board of the library

## **OTHER**

- **Auto Renewal**

The board inquired about the new auto renewal policy that began in August. (Items not on hold automatically renew on the date they are due for the same time period, i.e. 3 weeks, 1 week ) The impact of this new service on fines and circulation statistics will be evaluated and discussed as needed.

**Meeting adjourned at 9:27 pm.**