

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
January 28, 2019

Board members present: Mark Geisler, Philip Brandon, Charles Smith, Agnes Leyden, Jeffrey Schwartz, Cindy Neff, Karen Rosen, Kathy Americo, Francoise LeGoues

Also present: Jill Davis, Director

Ms. Neff called the meeting to order at 8:08 pm.

Pledge of Allegiance was recited.

The minutes of the November 26, 2018 meeting were approved on a **motion** made by Mr. Geisler and seconded by Ms. Americo; motion carried (8-0) with one abstention.

FINANCES - Mrs. Davis

- **Budget-to-Date**-reviewed and accepted. Mrs. Davis discussed income and expense items.
- **Treasurer's Report** - after discussion
 - a **motion** was made by Ms. Leyden and seconded by Mr. Schwartz to immediately invest the \$75,000, which was donated by the Roth Family, into a mildly more aggressive fund (Total Stock Market) as recommended by the donor: motion carried (7-2).
 - a **motion** was made by Mr. Schwartz and seconded by Ms. Rosen to upon maturity, add \$15,000 from the 2017-2018 fund balance to the 15 month CD currently held at Synchrony Bank (reserve account); to move that CD into a 12 month CD at Synchrony Bank at an APY of 2.75%; and to deposit \$35,000 from the 2017-2018 fund balance into the money market currently held at Synchrony Bank; motion carried unanimously (9-0).
 - a **motion** was made by Ms. Americo and seconded by Mr. Schwartz to reinvest the TD Ameritrade CD (capital account) which matures on February 8, 2019 into a 6 month CD at TD Ameritrade at a 2.4% APY.
- **Miscellaneous Income Report** - reviewed and accepted.

PUBLIC COMMENTS -NONE

OLD BUSINESS

- **Fundraising Update**
The committee met prior to the board meeting to discuss the results of the 2018 Annual Appeal Letter (results attached). It was determined that the net profit after taking into consideration all the costs was very poor. Only 87 donations were received and over 8000 pieces were mailed. The committee will begin to investigate other options for fundraising.
- **Bookmarks**
The fundraising committee presented bookmarks that were designed by Mr. Brandon and approved by the committee (samples attached). The bookmarks will be professionally produced and then included in items at check out. They represent the numerous areas of service that the library offers and remind people to please donate.

- **Bathroom Renovations**
Mrs. Davis reported that the bathroom renovation project is moving forward, very slowly. She is working with all parties involved to move the project along while staying within the budget.
- **Charter Resolution**
The Charter change of trustee terms from 5 years to 3 years which was submitted in 2017 to the NYS Regents was denied due to a required change in the wording. A **motion** was made by Ms. Leyden and seconded by Mr. Geisler to approve the new worded resolution; motion carried unanimously (9-0) (see attached).

NEW BUSINESS

- **2019-2020 Budget**
The Board reviewed and briefly discussed the proposed 2019-2020 budget. Mrs. Davis reviewed the income and touched on the expense lines. She did reach out to the Assistant Superintendent of Business, Enrique Catalan, at the school district to verify that we will be receiving PILOT money in the 2019-2020 FY. Mrs. Davis then reviewed the NYS Minimum Wage and Salary Threshold Laws and requested that the full-time employees whose salaries do not meet the threshold receive an increase to that threshold each year, and that the full-time employees who do meet the threshold receive an increase which keeps them in line with the current salaries. This will avoid having to calculate an hourly rate and pay overtime to these employees. The salary line can accommodate these changes. Mrs. Davis will provide the board with her salary increases since 2006 for board review. All will be discussed at the February meeting.
- **BINGO Fundraiser**
On June 14th we will be holding a Wine (and Beer) BINGO night. There will be a charge for attending. Mrs. Davis is working on soliciting wine and beer donations for use as prizes. Clare Carey will be calling the numbers. Wine and cheese will be served. The appropriate rider will be obtained from the insurance company.
- **Evergreen Migration**
Mrs. Davis reported that the migration from the current library software (Sirsi ILS) to the new software (Evergreen open ILS) is on schedule. The staff has begun training and the changes which will affect the public are being reviewed.
- **2019-2020 Budget Presentation at Board of Education Meeting**
Ms. Neff will present the Library's budget, for inclusion on the May 21st ballot, at the March 13th Board of Education meeting in 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. Neff to review and change accordingly.
- **Trustee Term Renewals**
Mr. Schwartz, Mr. Geisler and Ms. Rosen's 3-year terms are up at the end of the 2018-2019 fiscal year. Mr. Schwartz and Mr. Geisler will continue on with another 3-year term. Ms. Rosen will be resigning her position at the end of the 2018-2019 fiscal year. A motion to extend Mr. Geisler's term beyond the 9 year maximum will be voted on at the February meeting.

DIRECTOR'S REPORT

- **Joan Cito Retirement**

The staff will be gathering Friday, February 1st at the library to celebrate the retirement of Joan Cito. Mrs. Cito has been with the library (PT) for 21 ½ years. All trustees are invited to attend.

- **Live on the Hudson-HHSD**

A motion was made by Ms. Leyden and seconded by Mr. Geisler to sponsor the LIVE event at the (Bronze) \$100 level; motion carried unanimously (9-0). Money from the passport revenues will be used. Ms. Leyden expressed her concern that the board members contributed personally to a higher level last year and that she would prefer to give to the library.

- **Tutor.com**

This service is now live and free to all Westchester Library cardholders. Mrs. Davis is working with the school district to promote the service. More information can be found on our website. https://www.henhudfreelibrary.org/?page_id=2207

- **Wireless Project**

Mrs. Davis continues to work with Joe Maurantonio (WLS) and the school district to get the wireless access points installed in the stands at the high school. This project will allow wireless connectivity to all who utilize this area. Mrs. Davis will be working with the district to promote and publicize this venture. This project was funded by former Senator Terrence Murphy.

- **Patron Incident 1/18/19**

Mrs. Davis reported that there was a patron incident that required both the police and the ambulance to be called the library. A young man was under the influence and non-responsive to voice commands. He was assisted by the Verplanck EMT's and taken to the hospital for evaluation.

DEPARTMENT REPORTS - (January, May, September)

- Distributed with board documents

CORRESPONDENCE

- A thank you note was received from the Pleasant Valley library for the contribution made to them to assist in the rebuilding of the library after a devastating fire.

OTHER

Meeting adjourned at 10:12 pm.