

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**September 23, 2019**

**Board members present:** Mark Geisler, Charles Smith, Agnes Leyden, Cindy Neff, Francoise LeGoues, Philip Brandon, Jeffrey Schwartz, Kevin Quigley

**Also present:** Jill Davis, Director

**Ms. Neff called the meeting to order at 8:04 pm.**

Pledge of Allegiance was recited.

The minutes of the June 24, 2019 meeting were approved on a motion made by Ms. Neff and seconded by Ms. LeGoues; motion carried (5-0) with 3 abstentions.

**FINANCES - Mrs. Davis**

- **Budget-to-Date Finals 2018-2019** - reviewed and accepted. Mrs. Davis went over the final figures. A special note was added because the 2019-2020 payment from the Town of Cortlandt was deposited in the 2018-2019 FY.
- **Budget-to-Date July and August** - reviewed and accepted. Mrs. Davis answered questions on vendor payment.
- **Treasurer's Report** - Mrs. Davis reported that the interest was recorded on the TD account which matured in August. The investment rolled back into our TD Ameritrade cash account. Mr. Schwartz will investigate investment options and a decision will be made in October as to how to invest these funds
- **Miscellaneous Income Report** - reviewed and accepted.
- **Fund Balance** - The 2018-2019 FY fund balance was approximately \$264,000. In keeping with the Fund Balance Policy, a motion was made to transfer \$200,000 from the operating checking account to the reserve savings account by Ms. Leyden and seconded by Mr. Schwartz; motion carried unanimously (8-0). This will raise the reserve funds to just over \$550,000. This equates to 4 months of operating expenses, which the board has agreed is a prudent and responsible policy to protect the library's financial stability in the event of a decline in income.

**PUBLIC COMMENTS -NONE**

**OLD BUSINESS**

- **Restroom Renovations**  
Mrs. Davis reported that the completion of the restroom renovations has been delayed for a number of issues, including inspections and incorrectly installed floor tile. The new completion date is mid-October, 2019. Mrs. Davis has sent out electronic notification to patrons notifying them of the delay.
- **Sunrise Solar Solutions Battery Update**  
Mrs. Davis has been in contact with Doug Hertz from Sunrise Solar. The incentives for installing a battery backup to our solar panels have dried up quicker than anyone anticipated and at this time there is no revenue stream available to offset the upfront costs. Mr. Hertz will be in touch if the project becomes viable in the future.

## NEW BUSINESS

- **Meeting with Croton Board-November**

The joint meeting with the Croton board members will take place on November 18<sup>th</sup> at the Hendrick Hudson Free Library. Both boards will meet prior to the joint meeting which will begin at 7:30 pm.
- **Revision of Bylaws**

To be in compliance with stated laws Mr. Geisler presented proposed language changes to Article V, Section 14 of the current bylaws. A **motion** to accept the changes to Article V, Section 14 was made by Ms. Leyden and seconded by Mr. Schwartz; motion carried unanimously (8-0).
- **Art Exhibit Policy Revision**

A **motion** to amend the Art Exhibit Policy to allow the artists the option to display the price of their works next to the pieces was made by Ms. Neff and seconded by Mr. Schwartz; motion carried unanimously (8-0).
- **Suggested Starting Salaries**

Mrs. Davis presented the board with updated guidelines for Suggested Starting Salaries. This updated version reflects the changes made to the NYS minimum wage hourly and salaried requirements. It will be used for hiring and for the preparation of the 2020-2021 budget. A **motion** to accept the guidelines for the Suggested Starting Salaries was made by Ms. Leyden and seconded by Mr. Quigley; motion carried unanimously (8-0).
- **Town of Cortlandt Increase Request**

Mrs. Davis reported that the four libraries that provide library services to the unserved population of the Town of Cortlandt (Lakeland School District) met with Supervisor Puglisi and Town Comptroller Patricia Robcke to request an increase in the town budget for library services to this unserved population (there has been no increase since 2008). Supervisor Puglisi offered, and the directors accepted, a 5% increase for each of the next two years. The four library directors also attended the September 17<sup>th</sup> Town Board meeting and spoke about all that libraries have to offer to the community. The presentation was brief, but well received.
- **M. Chen Scholarship**

A former library page reached out to Mrs. Davis to inquire about setting up a scholarship fund. Mrs. Davis reached out to Ellen Roth, an Ex-Officio board member, to see if she would be willing to guide him through the process. They have been in contact and Mrs. Davis will report on any further progress.
- **Electrical Upgrades and Carpet Replacement**

Mrs. Davis reported that the library received the requested 50% funding from the NYS Construction Grant application submitted in 2018. The electrical upgrades and carpet installation is in the process of being scheduled for mid-December. Mrs. Davis will begin working on a schedule for library service hours during the installation in hope of publishing these hours in the winter newsletter.

## DIRECTOR'S REPORT

- **Whistle-Blower Violations Report (April, September, January)**  
Nothing to report.
- **Grants**
  - Hope for Youth-\$3,800 VR Expedition Kits
  - ArtsWeschester-\$1,200 Writer's Workshop (HHFL match)
  - Con Edison-\$5000 Bio Bus in April 2020
  - Construction Grant Application 2020 (HVAC upgrades)
  - Senator Harckham-\$13,000 (unrestricted)
  - HHHS \$500 from BOB-(donation)
  - Electrical/Carpet Grant- \$35,135
- **Final Stone**  
Mrs. Davis reported that numerous projects were completed by our landscaper this past summer. They included: brick cleaning and repair, sprinkler maintenance, rain garden clean up and installation of a paver pad for a bench.
- **MCAS**  
MCAS did repairs on sections of the steel roof where we were experiencing leaks.
- **HHSD Summer Camp and WiFi Projects**  
The HHSD Summer Camp was held at the library the month of July. The program ran from 8:30 am - 11:30 am, Monday-Thursday. Approximately 100 students attended the 4 week session. We will be working with the district to secure funding so that the partnership can continue for the 2020 camp. The wireless project which began in 2018 is complete. Through a state grant obtained by the library, we worked with the school district to provide wireless access to the bleachers at the main field. A sign will be hung informing spectators of the new wireless capability and crediting the library and the school district with the project. Statistics of use will be collected by WLS and shared with HHFL and HHSD.
- **Check out the Puppets**  
Retired HHSD art teacher Jan Aiello donated 10 puppets to the library to be loaned out to patrons.
- **Sandy Aufrichtig**  
Longtime patron Sandy Aufrichtig passed away earlier this year. Donations were made in her memory to the library. We will be having a special craft workshop in her honor and use these donations to fund this celebration of Sandy's life. All who donated will be invited to the event as well as being open to the general public. It is a fitting use for these funds as Sandy enjoyed attending a vast array of programs at HHFL.
- **Committee Member-Trustee Lists**  
Updated lists were distributed. Any changes or corrections should be sent to Mrs. Davis.

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

**CORRESPONDENCE**

- Thank you letter from HHSD SEPTA group for allowing a shoe collection bin to be placed at the library.

**OTHER**

**Meeting adjourned at 9:52 pm.**