

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
January 27, 2020

Board members present: Mark Geisler, Philip Brandon, Agnes Leyden, Jeffrey Schwartz, Cindy Neff, Kathy Americo, Kevin Quigley

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 18, 2019 meeting were approved on a **motion** made by Ms. Leyden and seconded by Mr. Geisler; motion carried (5-0) with two abstentions.

FINANCES - Mrs. Davis

- **Budget-to-Date**-reviewed and accepted. Mrs. Davis discussed income and expense items. Ms. Leyden commented that we are right in line with where we should be six (6) months into our fiscal year.
- **Treasurer's Report** - after discussion it was decided that the Synchrony CD which comes due 1/31/2020 will remain at Synchrony in a 12 month CD at a 2.00% interest rate.
- **Miscellaneous Income Report** - reviewed and accepted.

OLD BUSINESS

- **Restroom Renovations**
The public restrooms have finally been re-opened. The certificate of occupancy has been received. The 90 day project took eight (8) months to complete. The board will address this in a letter to the general contractor and the architect (see below). Mrs. Davis read a letter submitted by the general contractor in regards to the project and its delay.
- **M. Chen Scholarship**
Both Mrs. Davis and Ms. Roth (Ex-Officio) have been in contact with Mr. Chen about the scholarship he would like to fund and have the library administer. There have been numerous emails detailing the criteria and process. A committee consisting of Ms. LeGoues, Mr. Quigley, Terri Jersey (Children's Librarian) and Mrs. Davis has been formed to work out the details and a timeline. Once in place the committee will report back to the full board.
- **Prospective Trustees**
Cover letters and/or resumes from three (3) prospective board members were distributed in the board documents. The deadline for submitting applications is mid-February. Mrs. Davis will set up interviews for March.
- **Fines**
The discussion of going fine-free for children's library material is an ongoing debate in the library field. Mrs. Davis is working on cleaning out our patron database of long lost materials or fines and the patrons whose cards are long expired (usually 3 years or more). This led to a discussion of a total amnesty period where patrons who have not used their library card and owe for lost

materials or fines are welcomed back with a clean, fine free library card. There was discussion on when to hold this and how best to contact these patrons. Mrs. Davis will present a plan at a future meeting.

- **Board Letter to Yankee Construction**
Mr. Geisler is working on a draft letter for review at the February meeting. It will address the Board's disappointment in the attention given to the bathroom renovations and the long delay in completion.
- **Officers for 2020-2021**
Mrs. Davis and Ms. Neff will meet to discuss the slate of officers for the 2020-2021 FY. Ms. Americo was to be the president from July 2020- June 2022. With her resignation a new slate of officers needs to be presented.

NEW BUSINESS

- **2020-2021 Budget**
Mrs. Davis will have preliminary budget(s) ready for the February board meeting. She distributed a chart showing the calculation used to determine the decrease in the PILOT money from Entergy for the 2020-2021 FY.
- **Senator Harckham State Aid**
Senator Harckham awarded each of the libraries in his district \$13,889 in state aid to be used as best benefits their communities. After discussion, it was decided that the funds HHFL received would be put into the gifts and endowments account and used for outreach programs like summer camp in Buchanan, outreach to our senior centers and for additional concerts.
- **Fundraising Events**
The fundraising committee will be holding a meeting in the next couple of months. Mrs. Davis included in the board documents monetary donations which were received in 2019 without an official appeal. There was also the discussion of two possible events; a comedy night and a Hudson River cruise. The committee will meet to discuss these and other ideas and report to the board.
- **Census**
Libraries will be playing a large part in ensuring the communities they serve are counted in the 2020 Census. To this end we have had signs made letting the public know we are here to assist. Mrs. Landesberg is part of the Town of Cortlandt Complete Count Committee. She and Mrs. Caracci are working with WLS to be certain we have the needed resources to assist where we are needed.

DIRECTOR'S REPORT

- **Quarterly Whistle-Blower Violations Report (April-September-January)**
No incidences to report.
- **Staff Newsletter**
There is now a monthly staff newsletter that is produced in house and emailed to all staff members. It contains work related as well as staff celebrations. January will be its 5th month of distribution and seems to be appreciated by staff.

- **Capital Projects/Repairs**

Since November a number of capital and general repairs have taken place: Carpets in the main library and the Constance Dyckman Community Room have been replaced; a large valve which helps operate the heating system failed and was replaced.

Future projects will include the wallpapering of the Constance Dyckman Community Room in February; the repurposing of the vestibule wall to accommodate community flyers and book sale items (to free up space for LP collection) and upon notification of NYS construction grant funding, the transferring of the remaining HVAC equipment to the building management software will take place.

- **Hudson Valley Gateway Chamber of Commerce Guide Ads for 2020**

The board will once again take out two 1/8 page ads in the Chamber Guidebook. Mr. Brandon will work with Mrs. Davis and the Chambers media company to design and submit ads which meet the criteria. The cost per ad is \$350 and will be paid from income collected from passport processing.

- **HHSD Winter/Summer Camp**

Mrs. Davis reported that due to the success of the 2019 summer camp the Hendrick Hudson School District and the library will be partnering on a winter camp which will take place during February break at the library. We will also continue the partnership with the district and offer the summer program here once again. Both the library and the school district are investigating funding sources to support the camp.

- **Full Staff Meeting/After the Holiday Gathering**

A full staff meeting was held on January 17th. On January 19th, staff gathered at The Heritage Food and Drink to have a holiday celebration. Seventeen people attended. The library paid \$15 per staff member.

DEPARTMENT REPORTS - (January, May, September)

- Distributed with board documents

CORRESPONDENCE

- A thank you note was received from the United Way of Westchester/Putnam for HHFL's donation of 57 books to their United2Read program.

OTHER

- Ms. Leyden announced that she would not be returning to the board at the end of her term (June 2020). She has enjoyed her time on the board but her work schedule makes it difficult for her to participate in the manner she has in the past.
- This was Ms. Americo's last meeting. She expressed her gratitude and enjoyment of serving on the board. Ms. Neff thanked her for her commitment and the insight she brought to many discussions. All wished her well.

Meeting adjourned at 9:43 pm.