

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
June 27, 2016

Board members present: Ellen Roth, Agnes Leyden, Kathy Americo, Michele Keefe, Christine Puente, Charles Smith, Jeffrey Schwartz, Karen Rosen

Also present: Jill Davis, Director, Jenny Kolesar, Business Manager, Eleanor Daly, Administrative Assistant

Ms. Keefe called the meeting to order at 7:11pm.

The minutes of the May 23, 2016 meeting were approved on a **motion** made by Ms. Rosen and seconded by Ms. Puente; motion carried unanimously (8-0).

FINANCES - Mrs. Davis

- **Budget-to-Date** -- reviewed and accepted as in line with 11 months of our FY. With all income collected and expenses at 84% the library is on target for 2016 budget.
- **Treasurer's Report** - reviewed and accepted. In preparation for our primary banking relationship with TD Bank to begin, a **motion** to close the Key Bank operating checking and savings accounts and move them to the newly established TD Bank checking and money market accounts, was made by Mr. Schwartz and seconded by Ms. Rosen; motion carried unanimously, (8-0). Additionally, a **motion** to close the reserve checking and savings accounts held with Key Bank and transfer the cultural fund portion (\$6,211) into the TD operating savings account (will now be show on Gifts and Endowments) and place the remaining balance (approximately \$13,350) in a new TD Bank interest bearing money market account, was made by Ms. Leyden and seconded by Ms. Roth, motion carried unanimously (8-0).
- **Miscellaneous Income Report** - reviewed and accepted.
- **Account Consolidation with TD Bank**- see Treasurer's Report

PUBLIC COMMENTS - none

OLD BUSINESS

❖ **Expansion Update**

- **Budget:** Reviewed the changes in proposed debt service from conception of project in 2014 (\$850,000) to current budget (\$1,286,790). Changes included addition of new shelving, storage, upgraded HVAC. Ms. Leyden asked Mrs. Davis to inquire as to why the monthly payments on the new debt service were not consistent and report back to the board. It was agreed to continue ahead with the project.
- **Plans:** Bid Documents are 95% complete and we should be able to go to bid in early July 2016.
- **Timeline:** Current timeline for project remains the same, to begin in late September or early October 2016, with completion in June 2017.
- **Relocation of Children's Room Collection:** The children's room will be closed to the public and staff for 7 months. The entire collection will need to be relocated. Working with National Library Relocation we will move all of the collection into the main library except the J-nonfiction.

The J-nonfiction collection will be moved to the Hendrick Hudson High School. The librarians will have access to it during school hours if needed.

❖ **Flexible Spending Account**

The library will be able to continue to offer the option of a FSA plan to eligible employees. CSI Bookkeeping Incorporated will be the administrator of the plan. The cost to the library will be \$300 per year. The account which funds the current FSA is at Key Bank. This account will be closed and a new account will be set up with TD Bank to be used to fund the FSA.

NEW BUSINESS

❖ **Retiree Health Benefits**

Mrs. Davis has begun investigating removing the current library retirees who are eligible for health insurance from the New York State Health Insurance Plan and offering them a comparable plan through Benestar. This move would reduce the library's contributions, as well as the retiree's, significantly. Mrs. Davis will provide the board with additional information in the next month. A decision will need to be made 90 days before the end of the calendar year in order to provide proper notification.

❖ **Janice Davis Puppet Theater Design**

Janice Davis (no relationship) has been contacted for estimates on the design, construction and installation of a permanent puppet theater for the new children's room addition. She will work within whatever budget we present her with. Children's Librarian, Terri Jersey is applying for grant money to add to the \$5,000 previously received from Senator Terrence Murphy for this project. Mrs. Davis will forward the board the current design suggestions and budget estimates.

DIRECTOR'S REPORT- See attached

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

OTHER

Meeting adjourned at 8:22 pm.

NEXT MEETING: Monday, September 26th 8:00 pm