

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**May 23, 2016**

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

**Also present:** Jill Davis, Director

**Ms. Keefe called the meeting to order at 8:06pm.**

**The minutes of the March 28, 2016 meeting** were approved on a motion made by Ms. Leyden and seconded by Ms. Roth; motion carried (7-0) with Mr. Schwartz, Ms. Rosen and Ms. Americo abstaining.

**FINANCES - Mrs. Davis**

- **Budget-to-Date** -- reviewed and accepted as in line with 10 months of our FY.
- **Treasurer's Report** - reviewed and accepted. Upon maturity (6/21/16) the Synchrony Bank CD (approx. \$61,451) will be moved to TD Bank to meet the balance requirement.
- **Miscellaneous Income Report** - reviewed and accepted.

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

❖ **Expansion Update**

- **Budget:** Lothrop Architects will have the construction budget finalized by June 3, 2016. The final budget was delayed due to the complexity of the design of the HVAC system and pricing and the omission of furniture and shelving costs.
- **Plans:** Construction plans should be ready by the end of June 2016.
- **Timeline:** Current timeline for project to begin is late September or early October 2016.
- **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. Mrs. Davis is looking into the following options:
  1. Placement of a mobile classroom on property for JP collection. This would allow the collection to be accessible to the public during renovations.
  2. Relocation of the nonfiction collection to an empty classroom in one of the district schools, allowing access to children's librarians for weeding.
  3. Relocation of the remainder of the collection in the main room of library (JE, YR, DVD, CD).

Mrs. Davis is working on obtaining pricing for the renovation portion of the project.

❖ **Library Ownership**

Mrs. Davis reported that after investigation of the library archives, speaking with Jerry Nicholas and the Department of Library Development, that the original charter defines the ownership of an association library as the current board of trustees.

❖ **TD Bank Follow Up**

Mrs. Davis went over the requirements for the library's new banking relationship with TD Bank.

**NEW BUSINESS**

❖ **Minimum Wage Increase-2017-2021**

Mrs. Davis reported that the NY State law which will increase minimum wage from \$10 to \$15 from 2017-2021 will have an impact on the library's salary line. We will need to begin to look at how the library will address this matter.

❖ **WLS Free Direct Access Plan**

A **motion** was made by Ms. Neff and seconded by Ms. Rosen to accept the WLS Free Direct Access Plan as presented; motion carried unanimously (10-0).

❖ **Long Range Plan**

The library's Long Range Strategic Plan will expire in 2017. A committee consisting of Ms. Roth, Ms. Rosen, Ms. Keefe, Ms. Puente and Mrs. Davis will meet in early September to begin updating this document.

**DIRECTOR'S REPORT- See attached**

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

**CORRESPONDENCE**

**OTHER**

**Meeting adjourned at 9:15 pm.**

**NEXT MEETING: Monday, June 27<sup>th</sup> 7:00 pm**