

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**May 18, 2015**

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

**Also present:** Jill Davis, Director; Incoming trustees Christine Puente and Charles Smith

**Ms. Keefe called the meeting to order at 8:03pm.**

**The minutes of the April 27, 2015 meeting** were approved on a **motion** made by Ms. Neff and seconded by Ms. Rosen; motion carried (7-0), with Mr. Geisler 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. Mrs. Davis will have terms and rates available ahead of the June 22<sup>nd</sup> meeting for the reserve CD that matures June 21<sup>st</sup>.
- **Miscellaneous Income Report** - reviewed and accepted.

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

- **Expansion**
  - **Gates Capital**- Mrs. Davis reported that she has signed the letter of engagement with Gates Capital and sent the requested paperwork so that the process of securing financing could begin.
  - **Supporting Documents**-Ms. Keefe and Mrs. Davis went over the documents that were put together to help clarify the needs of the expansion project. This project will mainly affect the Children's Room but, there will also be needed improvements made to adult and community areas of the building. Included in the documentation was a review of the ability for the library to finance the project.
  - **Lothrop**-Architect Jim Lothrop provided the board with his "profit and loss" statement of the last two projects undertaken for HHFL, analyzing his firm's actual time spent on the projects against his customary billing rate. This was to help justify the proposed architectural fees that would be associated with this new project. Mr. Smith will check with an architect that he has a relationship with to see if the proposed fees are in line with what is generally acceptable.
- **Budget Vote May 19th**

The 2015-2016 library budget vote will be Tuesday, May 19<sup>th</sup>. Mrs. Davis and Ms. Keefe will be at the polling center (FGL) when the results are announced.

**NEW BUSINESS**

- **Library Budget Presentation 2016**

Due to the change in the district art show at the Hendrick Hudson Free Library from March to April, the 2016-2017 library budget presentation will take place at the last March meeting of the Board of Education at the Hendrick Hudson High

School Library. The first April meeting of the school board will be held at the Hendrick Hudson Free Library.

- **New York State Government Efficiency Plan**

The library must submit, by June 1, 2015, a Government Efficiency Plan; “a compliant plan to save equal to or greater than one percent of the 2014 tax levy attributable to shared service, consolidation or efficiency actions”. The plan must be in place for each of the following three years (2017, 2018, and 2019). Mrs. Davis and Mrs. Kolesar are working on the library’s plan which will include savings from our relationships with The Pro Bono Partnership and the Hendrick Hudson School District and efficiencies due to our lighting upgrades.

**DIRECTOR’S REPORT- See attached**

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

**CORRESPONDENCE**

**OTHER**

- Mr. Geisler asked if Mrs. Davis had inquired about the interest of a Hendrick Hudson High School student holding a non-voting position on the library board. In order for this to be successful the board feels that the student must commit to attend at least half of the scheduled board meetings.
- Ms. Puente asked if there was a possibility of library program registrations moving away from phone only to allow for registration by email too. A discussion followed and at this time, due to numerous obstacles, this is not a possibility. Mrs. Davis is willing to work with Ms. Puente to see if there is a way to overcome these obstacles.
- Ms. Neff asked about the after-school homework help program notification process. Mrs. Davis explained that the dates of the program are given at the beginning of the school year and that the ELL teachers are responsible for relaying that information to both the parents and the teachers.

**Meeting adjourned at 9:12 pm.**

**NEXT MEETING: Monday, June 22<sup>nd</sup> - 7:00 pm**