

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
November 23, 2015

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

Also present: Jill Davis, Director

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

The minutes of the October 26, 2015 meeting were approved on a **motion** made by Ms. Neff and seconded by Ms. Rosen; motion carried (9-0) with Mr. Geisler abstaining.

The minutes of the October 5, 2015 meeting special meeting were approved on a **motion** made by Ms. Keefe and seconded by Ms. Americo; motion carried (8-0) with Mr. Schwartz and Ms. Puente abstaining.

FINANCES - Mrs. Davis

- **Budget-to-Date**—Mrs. Davis reported that portion of the Lafarge Corporation payment was received in the beginning of November. The large payment in the professional services line was payment to Hudson Valley Graphic Designs for the branding work they performed. The -\$274 in the WLS Mini Grant line is for payments made for services rendered that need to be submitted to WLS for reimbursement.
- **Treasurer's Report** - reviewed and accepted. Mrs. Davis reported that \$35,000 was transferred from Synchrony MMA (capital) to Wells Fargo Savings (capital) in order to stay within the FDIC insurance regulations.
- **Miscellaneous Income Report** - reviewed and accepted.

PUBLIC COMMENTS - none

OLD BUSINESS

- **Expansion Update**
The November 5th Town of Cortlandt Planning Board meeting was successful with the library's application for expansion of the children's room received and the approval process initiated pending the submission of additional information (see attached). The next step in the process will be to attend the December 1st Planning Board meeting to answer any additional questions. Jim Lothrop and Mrs. Davis presented the narrative for the need for the children's room expansion and also asked for a variance for the 6 required parking spaces the addition would require. Mrs. Kolesar, Business Manager and trustees Ellen Roth and Christine Puente also attended. Mrs. Davis will forward the December 1st agenda to the board once received.
- **Branding Project**
The branding project with Hudson Valley Graphic Design is complete. We have received all of the new graphics in the desired formats. Mrs. Davis and the staff will begin to utilize the graphics in all media forms. Possible promotional items will be reviewed and brought to the board for input. Mr. Smith suggested contacting Cage Promotions for assistance with this portion of the project.

NEW BUSINESS

- **Compensation Committee Meeting**

The Compensation Committee needs to review the suggested starting salaries for the 2016-2017 fiscal year budget. Mrs. Davis will send the current document to the committee members for review. If needed, we can meet before the January 25th meeting to discuss.

Executive Session Opened 8:32p.m.

on a motion made by Mr. Geisler and seconded by Ms. Americo, motion carried unanimously.

Employment Handbook Attorney Review

Executive Session Closed 8:54p.m.

on a motion made by Ms. Puente and seconded by Mr. Schwartz, motion carried unanimously.

DIRECTOR'S REPORT- See attached

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

CORRESPONDENCE

OTHER

Meeting adjourned at 9:18 pm.

NEXT MEETING: Monday, January 25th - 8:00 pm