

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**September 28, 2015**

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

**Also present:** Jill Davis, Director

**Ms. Keefe called the meeting to order at 8:00pm.**

**The minutes of the June 22, 2015 meeting** were approved on a **motion** made by Ms. Neff and seconded by Ms. Roth; motion carried (7-0).

**FINANCES - Mrs. Davis**

- **Budget-to-Date-Final for 7/14-6/15** -- reviewed and accepted.
- **Budget-to-Date-July and August** -- reviewed and accepted.
- **Treasurer's Report** - reviewed and accepted. Mrs. Davis reported that the \$100,000 CD at Signature bank was opened in late September. Signature requires an enormous amount of paperwork, even with established accounts, so the process was drawn out over 2 months.
- **Miscellaneous Income Report** - reviewed and accepted.
- **Fund Balance**-after discussion, a **motion** to transfer \$70,000 from the operating savings account into an existing Wells Fargo money market reserve account and \$30,000 into an existing Wells Fargo money market capital account, as per the Fund Balance Policy, was made by Mrs. Leyden and seconded by Mr. Schwartz; motion carried unanimously (9-0).
- **Signature CD 10/7/15-**. Rates for CD due 10/7/15 will be investigated and rates/terms sent for review.

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

- **Scout Troop Room Usage**  
The library has been contacted by a number of area scout troop leaders requesting use of the Community Room free of charge. The library currently has a Community Room Fee Schedule which allows not-for-profits to use the room at a reduced rate. The Policy Committee will meet to review this and other policies and present recommendations at the October meeting.
- **Gates Capital**  
The first round of term sheets for the re-financing/expansion financing package have been collected and reviewed with Gates Capital. Eleven banks showed interest, 8 submitted term sheets and 5 are being asked to review and revise their offers. Once complete Gates will review and discuss with Mrs. Davis for reporting to the board.
- **Sunrise Solar**  
Questions/additions and changes made to the Sunrise contract prior to the meeting were briefly discussed and the final contract reviewed. The timing and financing of the project were discussed and additional questions for both Gates Capital and Sunrise arose. Mrs. Davis will contact both companies with questions and forward responses. She will also verify references for Sunrise commercial installations.

- **Planning Board Application**

Mrs. Davis requested that the board allow her to submit the application for the 1200 sq. ft. addition to the children's room to the Town of Cortlandt Planning Board so that the 4-6 month approval process can begin. A **motion** to allow Mrs. Davis to submit application to the Planning Board of the Town of Cortlandt for the Children's Room Addition was made by Ms. Keefe and seconded by Mr. Schwartz; motion carried unanimously (9-0).

## **NEW BUSINESS**

- **Hudson Valley Graphic Design**

Mrs. Davis contacted Hudson Valley Graphic Design to request a proposal for a branding campaign for the library. Hudson Valley Graphic Design submitted and reviewed the proposal with Mrs. Davis and other staff members (see attached proposal). Mrs. Davis reported that Westchester Library System had recently contracted for a similar project and the cost was three times that of HVGd. After review and discussion of the proposal it was agreed that Mrs. Davis should move ahead with the campaign.

- **Meeting with Croton Free Library Board of Trustees**

Ivonne Cech, Croton Library Director and Mrs. Davis believe it would be mutually beneficial for the two neighboring boards to meet. Mrs. Davis and Mrs. Cech will develop a short agenda. The two possible dates are November 9<sup>th</sup> or January 11<sup>th</sup>. The meeting will take place at the Croton Library. Once confirmed Mrs. Davis will send out the meeting date and time.

**Executive Session Opened 9:42p.m.**

on a motion made by Ms. Leyden and seconded by Ms. Neff,  
motion carried unanimously.

**Personnel Issue**

**Executive Session Closed 9:47p.m.**

on a motion made by Ms. Roth and seconded by Ms. Leyden,  
motion carried unanimously

**DIRECTOR'S REPORT- See attached**

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

## **CORRESPONDENCE**

- Thank You from Troy Peterson, page
- Thank You from Michelle Gianetta, page

## **OTHER**

**Meeting adjourned at 10:06 pm.**

**NEXT MEETING: Monday, October 26<sup>th</sup> - 8:00 pm**