

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**November 28, 2016**

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

**Also present:** Jill Davis, Director

**Ms. Leyden called the meeting to order at 8:01 pm.**

**The minutes of the October 24, 2016 meeting** were approved on a **motion** made by Ms. Rosen and seconded by Mr. Schwartz; motion carried (9-0) with Ms. Puente abstaining.

**FINANCES - Mrs. Davis**

- **Budget-to-Date**-reviewed and accepted. Mrs. Davis reported that we have not yet received the LaFarge PILOT payment. The school district is expecting payment before the end of the year. This PILOT is due to expire at the end of this fiscal year and will not be included as income in the 2017-2018 budget.
- **Treasurer's Report** - reviewed and accepted. Mrs. Davis reported that Key Bank withdrew the November 2016 debt service payment after the debt was paid off on October 28<sup>th</sup>. She is working with Key Bank representatives to resolve the issue and secure a refund, then the accounts can be closed and the money moved to TD Bank.
- **Miscellaneous Income Report** - reviewed and accepted. Mrs. Davis noted that the book sale area will be able to be kept in place during the construction.

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

❖ **Construction Update**

We are waiting for the Town of Cortlandt to approve and issue the necessary permits. The Children's Room is empty and all materials have been relocated to the main library or put into storage.

**NEW BUSINESS**

❖ **Resolution for Corporate Credit Card**

We are closing our current credit card which is a BJ's Business Card and opening a Corporate Credit Card with TD Bank. A motion was made to accept the resolution as presented (see attached) by Ms. Rosen and seconded by Ms. Roth; motion carried unanimously (10-0).

❖ **Meeting with Croton Library Board**

The Croton Library Board has been invited to our library on January 23, 2017. The general meeting of the HHFL board will be held at 7:00 pm with a special program by both library directors beginning at 7:30 pm. This will be the second year the two boards have met.

❖ **Tricia Robbins-Public Relations**

Tricia Robbins from PR (squared) has been hired to do special events media promotion for the library. Ms. Robbin's first release will focus on the Shubert Library Excellency Award won by HHFL. Mrs. Davis hopes that by broadening the publicity of the library's achievements, community awareness of all the library has to offer will increase, producing greater visits and increased attendance at events. Ms. Robbins charges \$500 per event and can also be hired on an hourly basis.

**DIRECTOR'S REPORT- See attached**

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

**OTHER**

**Meeting adjourned at 8:36 pm.**

**NEXT MEETING: Monday, January 23<sup>rd</sup> 7:00 pm General Meeting  
7:30 pm Meeting with Croton Board**