

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
October 23, 2017

Board members present: Ellen Roth, Mark Geisler, Philip Brandon, Charles Smith, Christine Puente, Karen Rosen, Jeffrey Schwartz

Also present: Jill Davis, Director

Mr. Schwartz called the meeting to order at 8:00 pm.

Pledge of Allegiance was recited.

The minutes of the May 22, June 26, and September 18th meetings were held over and will be presented at the November 27th meeting, as there were not enough eligible trustees present to vote.

FINANCES - Mrs. Davis

- **Budget-to-Date** -reviewed and accepted.
- **Treasurer's Report** - reviewed and accepted. A **motion** was made by Ms. Roth, and seconded by Ms. Rosen to move the reserve account 12 month CD held at Synchrony which comes due October 31st to a 15 month CD at Synchrony at 1.65% or the currently offered 15 month rate; motion carried unanimously (7-0).
- **Miscellaneous Income Report** - reviewed and accepted.

PUBLIC COMMENTS -NONE

OLD BUSINESS

- **Construction Update**
Mrs. Davis reported Grand Opening was a huge success. She is currently working with the architect and contractor to remedy all the items on the punch list. The room is scheduled to re-open to the public on October 25th. The public is being kept up to date through social media and email blasts.
- **Paid Family Leave Law**
Mrs. Davis reported that the majority of the staff is interested in receiving this benefit. It is available to both full-time and part-time employees. The staff is aware that it is an employee funded benefit administered by the Library. Mrs. Kolesar will work with our insurance agent and payroll company to have this deduction begin in 2018.

NEW BUSINESS

990/Financial Statements 2016-2017-the 990's and Financial Statement were discussed and reviewed. Mrs. Davis provided answers for previously submitted questions. Mr. Schwartz asked that a special note be added to page 8 of the financial statement explaining that the increase value in property and equipment was due to the construction project. A **motion** to accept the 2016-2017, 990's and Financial Statement with the addition of the afore mentioned note was made by Mr. Schwartz and seconded by Ms. Puente; motion carried unanimously (7-0).

- **Review and Approval of 2018 Holiday and Board Meeting Dates**

A **motion** to approve the Holiday Closings and Board Meeting Dates for 2018 was made by Mr. Geisler and seconded by Ms. Roth; motion carried unanimously (7-0).

- **Policy Committee Meeting**

The policy manual was distributed to all board members prior to the meeting.

Mr. Geisler reported that the policy committee had met and reviewed all the policies and composed a Naming and Donations Policy. The board discussed beginning to receive recurring bills electronically and scanning items, so they are retained electronically instead of physically, going forward. Mr. Geisler recommended that the change to the Retention Policy read permanently and not 6 years for Contracts (still in effect). A **motion** to accept the revision to the Retention Policy was made by Mr. Geisler and seconded by Ms. Rosen; motion carried unanimously (7-0). A **motion** to accept the Naming and Donations Policy was made by Ms. Rosen and seconded by Ms. Puente; motion carried unanimously (7-0). All policies not revised will be marked reviewed as of 10/23/2017.

DIRECTOR'S REPORT

- HHHF WLS representative Karen Zevin will be attending our November meeting to introduce herself and to answer any questions concerning WLS Board business.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

OTHER

Meeting adjourned at 8:44 pm.

NEXT MEETING: Monday, October November 27th -8:00 pm- General Meeting