

**HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
November 27, 2017**

DRAFT

Board members present: Ellen Roth, Mark Geisler, Philip Brandon, Charles Smith, Agnes Leyden, Kathy Americo, Cindy Neff, Karen Rosen, Jeffrey Schwartz

Also present: Jill Davis, Director

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

Pledge of Allegiance was recited.

The minutes of the May 22, 2017 meeting were approved on a **motion** made by Ms. Neff and seconded by Ms. Roth; motion carried (6-0) with 3 abstentions.

The minutes of the June 26, 2017 meeting were approved on a **motion** made by Ms. Rosen and seconded by Mr. Schwartz; motion carried (6-0) with 3 abstentions.

The minutes of the September 18, 2017 meeting were approved on a **motion** made by Mr. Geisler and seconded by Ms. Americo; motion carried (7-0) with 2 abstentions.

The minutes of the October 23, 2017 meeting were approved on a **motion** made by Ms. Rosen and seconded by Mr. Schwartz; motion carried (6-0) with 3 abstentions.

FINANCES - Mrs. Davis

- **Budget-to-Date**-reviewed and accepted. Mrs. Davis reported that the first payment from the school district of our tax levy has been received. She also answered vendor payment questions. There was a discussion of the format of the Statement of Cash Balance.
- **Treasurer's Report** - reviewed and accepted.
- **Miscellaneous Income Report** - reviewed and accepted.

PUBLIC COMMENTS -NONE

Introduction of Karen Zevin

Ms. Karen Zevin, Hendrick Hudson Free Library's WLS Board of Trustee representative, introduced herself and explained her role in supporting the library at the WLS board meetings. Ms. Zevin conveyed to the board her willingness to bring to the WLS board any concerns that Mrs. Davis couldn't answer. She answered questions and shared her experience in fundraising, as president of the Croton Library's Friends group.

OLD BUSINESS

- **Construction Update**
Mrs. Davis reported that the construction is entering its final stages. There have been some issues with getting the HVAC system running correctly and some minor repairs. She is currently working with the architect and contractor to remedy all the items on the punch list. The major concern is the lack of parental oversight of the children using the new space. Mrs. Davis will be working to address these issues with the children's room staff.

- **Active Shooter Program**

Ms. Roth had inquired as to whether the library staff had ever had an active shooter training class. Mrs. Davis reported that one had been held in January of 2016, and that all 6 full-time and 14 part-time staff members attended. Ms. Neff suggested that the class be repeated on a regular basis as a refresher and for any new staff.

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

A **motion** to approve the revised board meeting dates for 2018 was made by Ms. Neff and seconded by Ms. Americo; motion carried unanimously (9-0).

NEW BUSINESS

- **Resignation-Christine Puente**

A **motion** to accept the resignation of Trustee Christine Puente was made by Ms. Leyden and seconded by Ms. Rosen; motion carried unanimously (9-0). Mrs. Davis will send a fruit basket with a note of thanks to Ms. Puente.

- **January Meeting in Croton**

The annual joint meeting of the Hendrick Hudson Free Library and the Croton Free Library is tentatively scheduled for Monday, January 22, 2018 at the Croton Library. A short Hendrick Hudson Free Library Board meeting will be held in Croton beginning at 7 pm. Mrs. Davis will confirm and make the needed notifications.

- **Roth Donation**

Ms. Ellen Roth presented to the Board that the Roth family (Ellen and Merrill) would like to donate approximately \$75,000 in securities to the library in consideration of naming the new children's library (within the Hendrick Hudson Free Library) after Leonora Roth/Roth family. She expressed her love for this library as a community treasure and that this is a way that her family can express that feeling while honoring her family's commitment to the importance of community and lifelong learning. They are aware of the donation and naming policies. They request that the money not be used for operations (unless absolutely necessary and with their consent) but instead be held in the capital account until an appropriate need or special project arises. An official community announcement and dedication will be arranged. A **motion** to accept the donation of approximately \$75,000 in securities from the Roth family, which will be liquidated in accordance with New York State regulations, for the naming of the children's library (within the HHFL) was made by Ms. Leyden and seconded by Ms. Americo; motion carried unanimously (9-0). All board members express their appreciation and thanks to Ellen and her family.

A **motion** to establish a brokerage account with TD Ameritrade was made by Ms. Leyden and seconded by Ms. Neff; motion carried unanimously (9-0).

DIRECTOR'S REPORT

- **Entergy \$16,000**
The library will receive the \$16,000 grant they applied for from Entergy for the audio visual equipment in the new children's program room.
- **Maritime Donation**
The National Maritime Association donated a \$500 gift certificate to "Cheap Joe's Art Supplies" to the library, as part of our fundraising campaign, to show their support of the library. Terri Jersey, Children's Librarian, will attend their January meeting with Mrs. Davis to thank the group for their donation.
- **Thank You Mr. Chomiw**
Mrs. Davis will write Mr. Chomiw a thank you note for his generous donation of \$25,000 for the naming of the rain garden which all trustees will sign.
- **Holiday Party**
The staff holiday party will be held after the New Year as was done last year. Ms. Davis will advise the board of the place, date and time as they are welcome to attend.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

OTHER

- Ms. Rosen and Ms. Americo praised the library program of One Act Plays that were presented on Sunday, November 19th.
- Ms. Leyden suggested a theater group program for children be considered. Mrs. Davis will discuss with appropriate staff.

Meeting adjourned at 9:10 pm.

**NEXT MEETING: Monday, January 22, 2018-7:00 PM Regular Board Meeting
Held at Croton Library**