

**HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
October 28, 2019**

Board members present: Mark Geisler, Agnes Leyden, Cindy Neff, Francoise LeGoues, Philip Brandon, Jeffrey Schwartz, Kathy Americo

Also present: Jill Davis, Director

Ms. Neff called the meeting to order at 8:07 pm.

Pledge of Allegiance was recited.

The minutes of the September 23, 2019 meeting were approved on a **motion** made by Ms. Leyden and seconded by Ms. LeGoues; motion carried (6-0) with 1 abstention.

FINANCES - Mrs. Davis

- **Budget-to-Date July and August** - reviewed and accepted. Mrs. Davis answered questions on vendor payments.
- **Treasurer's Report** - Mr. Schwartz presented the options for the CD which came due at TD Ameritrade. A **motion** to move the balance of the cash account at TD Ameritrade and add additional capital funds to equal a total deposit of \$103,000 into a 12 month CD at Synchrony Bank was made by Mr. Schwartz and seconded by Ms. Americo; motion carried unanimously (7-0).
- **Miscellaneous Income Report** - reviewed and accepted.

OLD BUSINESS

- **Restroom Renovations**
Mrs. Davis reported that the completion of the restroom renovations has been delayed further primarily due to the lack of attention to the job by the general contractor Yankee Construction. She voiced her concern as did the board. A letter will be composed and sent to Yankee Construction and Lothrop Associates expressing these concerns at the completion of the project. Projected finish date is mid-November.
- **Carpet Replacement**
Mrs. Davis reported that we are on track to have the carpet in the Constance Dyckman Community Room and the Children's Office replaced on November 20th and 21st, and the main library carpet and electrical upgrades done the week of December 16th. The main library collection will not be accessible to the public during this time, but the staff should have limited access. She also reported that we have received a portion of the grant money to cover this project.

NEW BUSINESS

- **Personal Action**

A **motion** was made by Ms. Leyden and seconded by Ms. LeGoues that to the extent required by law, the Board ratified the appointment of a new part-time reference librarian; motion carried unanimously (7-0).

- **Westchester County Paid Safe Leave Law**

As of October 30, 2019 employees who work in Westchester County 90 days or more are entitled to 40 hours of paid safe leave for victims of domestic violence and human trafficking. Mrs. Davis has distributed information concerning the new law to the policy committee members. The policy committee will draft a document to be included in the Employee Handbook for discussion at the November meeting.

- **Financials and 990's**

These documents will be completed and available for review/approval at the November meeting. Mrs. Davis will distribute as soon as they have been completed and reviewed by Mrs. Kolesar and herself.

- **2020 Holidays and Board Meeting Dates**

A **motion** to approve the 2020 Holidays and Board Meeting Dates was made by Mr. Geisler and seconded by Ms. Americo; motion carried unanimously (7-0).

DIRECTOR'S REPORT

- **Staff Changes**

Melanie Brocklehurst, Children's Librarian, is retiring from HHFL. She has been with us part-time for 9 years.

- **Children's Bathroom Incidents**

In the last 2 weeks there have been two incidents in the children's bathroom that have required cleaning above and beyond what is normal. Mrs. Davis has contacted the appropriate agency to express her concerns with the patrons involved. The incidents have been documented.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

- Thank you letter from Senator Peter Harckham was received thanking the staff and specifically Mrs. Kolesar for their assistance with the Task Force Meeting which was held at the library.

OTHER

Meeting adjourned at 9:09 pm.