

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
September 21, 2020

Board members present: Mark Geisler, Philip Brandon, Gina Goodenow, Jeffrey Schwartz, Cindy Neff, Barbara Burck, Kevin Quigley, Charles Smith, Francoise LeGoues

Also present: Jill Davis, Director

Ms. Neff called the meeting to order at 7:04 pm.

Pledge of Allegiance was recited.

The minutes of the June 10, 2020 meeting were approved on a **motion** made by Mr. Geisler and seconded by Mr. Schwartz; motion carried (5-0) with five abstentions.

The minutes of the July 21, 2020 meeting were approved on a **motion** made by Mr. Brandon and seconded by Mr. Smith; motion carried (8-0) with one abstention.

FINANCES - Mrs. Davis

- **Budget-to-Date**-reviewed and accepted. Mrs. Davis discussed income and expense items for July and August and answered any questions
- **Treasurer's Report** - reviewed and accepted. Mrs. Davis noted that the fund balance transfers had been initiated and would be reflected on the September reports.
- **Miscellaneous Income Report** - reviewed and accepted.

OLD BUSINESS

- **Letter to Yankee Construction**
At the February meeting a draft letter was presented to the board by Mr. Geisler. The letter expressed the Board's disappointment in the attention given to the bathroom renovations and the long delay in completion. The letter was to be reviewed and approved at the March meeting. With the onset of COVID and the inability of the board to hold its regular meetings, it was decided to not move forward with the letter as too much time has passed.
- **Conflict of Interest Acknowledgements**
Those Board members who had not previously signed the required Conflict of Interest Acknowledgement did so. Mrs. Davis will file with appropriate authorities.

NEW BUSINESS

- **Heating-HVAC Proposal**
The Board reviewed the proposal from Dwight Getting for the replacement of the heating and air conditioning coils in the main unit, the boiler and completing the installation of the management software with a total cost of \$116,500. The main unit lost both the heating and cooling coils in mid-June. The air conditioning coil and software was approved and scheduled to be replaced prior to the loss of the heating coil. The approved portion of the project was submitted as a NY State Construction Grant project and was recently approved at a total cost of \$52,500

with 50% of that being covered by the grant. The additional work of replacing the heating coil and the boiler (original to building 1997) in current proposal is \$63,500. A **motion** to approve the remaining portion of the project at a cost not to exceed \$65,000 was made by Ms. Neff and seconded by Mr. Brandon; motion carried unanimously (9-0).

- **Storm Damage**

Mrs. Davis reported that there were a number of limbs and debris that came down during Tropical Storm Isaias and as a result there are two trees that need to be taken down. The library landscaper has submitted estimates and our insurance carrier has been notified. An adjuster came and surveyed the damage, but our policy, as with most, does not cover wind damage unless there is property damage too. Mrs. Davis is in the process of getting authorization from the Town of Cortlandt to have the trees removed. Updates to follow.

- **Policy Committee**

The policy committee needs to convene for the yearly review of the public and employee policies. Ms. Goodenow agreed to join the committee which now consists of Ms. Goodenow, Mr. Geisler, Mr. Quigley and Mrs. Davis. The policies will be distributed for review and the committee will meet to discuss and make recommendations to the full board.

- **Sustainability Plan**

The library's Sustainability Plan (formerly the Long Range Plan) will expire in June of 2020. The committee will begin meeting in late October to begin the process of formulating the vision/ mission of the library moving forward. Committee members: Ms. LeGoues, Ms. Neff and Mrs. Davis. One more member is needed. Mrs. Davis will email the current plan and call for additional members.

- **Entergy PILOT Renegotiation**

The Hendrick Hudson School District has renegotiated the current PILOT agreement with Entergy Nuclear Northeast. The district negotiates on behalf of the library. With the 2 operational plants scheduled to cease operations in 2020 and 2021, the PILOT payments were scheduled to decrease by 30% each fiscal year after the closing of the 2 units (2020 and 2021, respectively). The renegotiation involves the first 2 years of the decrease changing from a 30% reduction to 25%, allowing for a larger PILOT payment in FY 2020-2021 and 2021-2022. The decrease would then revert back to the 30% for the remainder of the PILOT agreement. This translates into approximately an increase of \$13,000 in the library's 2020-2021 PILOT payment.

- **Maintenance Grid**

Mrs. Davis and Mrs. Kolesar have pared down the maintenance grid to include only the major systems of the facility, the date the last maintenance was performed and notes. The Board has requested that the grid also include the effective age of the system, the useful life (if available from warranty information) and an estimated cost of replacement. Once compiled, Ms. Goodenow will ask a colleague to review the cost estimates for verification.

- **Westchester County Business FIRST Grant Program**
This is a grant program that is being administered by the county to support the nonprofit community in the COVID environment. The library is not eligible because the main criteria for applying is that you have had a 25% reduction in revenue since the onset of the pandemic in March.

DIRECTOR'S REPORT

- **Quarterly Whistle-Blower Violations Report (April-September-January)**
No incidences to report.
- **Social Media/Website-The Shop**
Mrs. Davis reported that the library is working with The Shop, a social media/website developer, to standardize the library's social media posts and drive users to the library website. The website will be getting a refreshing. Mr. Brandon and Mr. Quigley will be brought into the group for their input. Updates to follow.
- **John B. Gedney -Karen Peterson**
Mrs. Davis spoke with Karen Peterson the trustee of Mr. Gedney's estate. Ms. Peterson asked if the library would be willing to take some historical documents- including family photos and journals- that date back to the 1840's. She was unsure of what to do with them and she didn't want to discard them. Mrs. Davis agreed to take them to see if we could find the appropriate home for them.
- **Lothrop Brochure**
Mrs. Davis showed the board a brochure that highlighted library buildings that were designed by Lothrop Associates. Hendrick Hudson Free Library was represented.
- **Voting Piece-Election Day Events**
Mrs. Davis has submitted an article to the American Library Association on what the library will be doing to promote voting this November. This includes a children's vote for the next character visit, a display of voting history in the US which will be in the upstairs corridor, two programs by the League of Women Voters, and M & M's that say "I Voted 2020" with the library logo, that will be handed out to the first 300 voters.
- **Book Chapter ALA**
Mrs. Davis will be contributing to a chapter on the process of completing the New York Library Associations Sustainability Initiative. Hendrick Hudson is one of three libraries in the state that have completed the program.
- **Westchester County Shredder**
The shredder visit in August was a huge success. Over 240 cars came through in the 3 hour event. The new COVID regulations required that a police officer be on site for the event. The library had to pay \$550 for the officer. Until a time that that officer is no longer required, the library will have to restrict the shredder visit to 1 time a year.

- **Part-time Librarian**

Mrs. Davis reported that she is currently interviewing for a part-time librarian to replace a current position. Once a candidate is selected the salary/hourly wage will need to be approved by the board.

- **Comedy Fundraiser**

The comedy night fundraiser which was going to be held in October will be postponed until at least the spring of 2021 due to the ongoing COVID restrictions.

DEPARTMENT REPORTS - (January, May, September)

- Distributed with board documents

CORRESPONDENCE

OTHER

- Ms. Goodenow suggested that any students who come in and need to print items for school work be allowed to do so without being charged. There was discussion on what this might look like in practice and Mrs. Davis stated that if there is an issue with not having the funds to pay, the staff always prints with no charge.

Meeting adjourned at 8:34 pm.