

**HENDRICK HUDSON FREE LIBRARY
SPECIAL MEETING
Board of Trustees Meeting
July 21, 2020
Via GoToMeeting**

Board members present: Mark Geisler, Charles Smith, Cindy Neff, Jeff Schwartz, Kevin Quigley, Philip Brandon, Tammi Trudel, Barbara Burck, Gina Goodenow

Also present: Jill Davis, Director

Ms. Neff called the meeting to order at 6:04 pm.

Pledge of Allegiance was recited.

There were not enough eligible voting trustees present to approve the minutes of both the June 10, 2020 General Meeting and the June 25, 2020 Annual Meeting. The approval will be tabled until the September 21, 2020 meeting.

FINANCES -Year End -2019-2020

❖ **Budget to Date**

Mrs. Davis reviewed the income and expenditures through the end of the fiscal year. She answered questions concerning certain lines of both. She noted that the Town of Cortlandt money is now received by ACH and will most likely be deposited to the library account in the June, prior to the start of the fiscal year it is designated for.

❖ **Treasurer's Report**

Reviewed and accepted

❖ **Miscellaneous Income Report**

Reviewed and accepted

❖ **Fund Balance**

At the end of the fiscal year 2019-2020 the final fund balance was \$317,000. This is a larger amount than normal. There are a number of reasons for this, with the major one being the closure of the library from mid-March to mid-June due to the COVID-19 pandemic. Although we spent significantly more on e-content during this time, we were not purchasing books, or having programs and the building expenses were minimal.

NEW BUSINESS

• **NYS Construction Grant 2020-2022**

Mrs. Davis reported that it was once again time to consider applying for a NYS Construction grant. The project that she wished to submit would include replacing all the sidewalks and curbing around the library including the front entranceway. The front entranceway would also have heating cables installed beneath them to ensure safer entry into the building in the winter months. There was discussion and Mrs. Davis answered any questions.

A **motion** to allow Mrs. Davis to begin the process of applying for a 2020-2022 NYS Construction Grant was made by Mr. Schwartz and seconded by Ms. Neff; motion carried unanimously (9-0) with no abstentions.

• **SAM Grant**

Mrs. Davis reported that she had contacted Senator Harckham's office to see if he would consider sponsoring the library for a State and Municipal Grant (SAM) to renovate the children's restroom (public). The children's restroom had to be value engineered out of the men's and women's renovation, which was completed in 2019, because it pushed the project over the \$125,000 limit. Senator Harckham responded that he would be happy to submit our project once it has been determined that SAM grants would be included in the NY State final budget.

- **Fund Balance Policy**

Mrs. Davis requested a review of the fund balance policy. Discussion followed. With both the decrease in the Entergy PILOT money now being felt, and the onset of the COVID pandemic, the board felt that to be fiscally responsible the amount of operating funds held in reserve should be raised from 4 month to 6 months.

A **motion** to amend the **Fund Balance Policy** to require that a minimum of 6 months of operating expenses be held in reserve, utilizing the current distribution of the fund balance (70% of fund balance to operating and 30% of fund balance to capital) beginning with the 2019-2020 fund balance was made by Mr. Smith and seconded by Mr. Schwartz; motion carried unanimously (9-0) with no abstentions.

DIRECTOR'S REPORT

- **Partition Installation**

The installation of the partitions and glass around the reference desks and circulation desk has begun. We are waiting for the glass to come in so it can be cut and installed. This should be completed in the next two weeks.

- **Saturday Hours**

Beginning Saturday, July 25th the library will be open 9am - 2pm by appointment only.

- **Passport Day**

We will be holding a passport day on Saturday, July 25th from 9:30am - 1:30pm. We currently have 10 patrons registered.

- **New Cleaning Service**

The new cleaning service began Monday, July 20th. All is going well. The communication is excellent and the restrooms are looking good.

- **Concert on the Lawn**

We had an outdoor concert on Saturday, July 18th. There were 30 people who attended, social distancing was maintained. In spite of the very hot weather the concert was a success.

- **Conflict of Interest Forms**

Just a reminder that any trustee who has not signed and returned the Conflict of Interest form please do so at the earliest convenience

OTHER

ADJOURNMENT

NEXT MEETING: September 21, 2020- 8:00 PM

Meeting adjourned at 6:46 pm.