

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
October 26, 2020

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

Also present: Jill Davis, Director

Ms. Neff called the meeting to order at 7:03 pm.

Pledge of Allegiance was recited.

The minutes of the September 21, 2020 meeting were approved on a motion made by Mr. Geisler and seconded by Mr. LeGoues; motion carried (8-0).

FINANCES - Mrs. Davis

- **Budget-to-Date** reviewed and accepted. Mrs. Davis discussed income and expense items for September and answered any questions.
- **Treasurer's Report** - reviewed and accepted. Mrs. Davis noted that the fund balance transfers have been completed.
- **Miscellaneous Income Report** - reviewed and accepted.
- **Synchrony 12 month CD 11/5** - Mrs. Davis reported the interest rates for CD's are currently very low. Synchrony's 12 month is currently at 0.03% and you must go to a 36 month CD to get an increase to 0.05%. TD bank is about the same with our operating checking account currently getting a better rate (.25%) than their CD's. After discussion it was decided that if the money market rate at Synchrony is better than the 3 month CD rate we will transfer the CD, which comes due 11/5, to the money market until after the New Year.

OLD BUSINESS

- **Maintenance Grid**
Mrs. Davis presented the updated Maintenance Grid including the suggested metrics of effective age of systems, useful life and estimated cost of replacement. Mrs. Davis and Mrs. Kolesar used <https://www.in2013dollars.com/> and <https://edzarenski.com/2016/01/31/construction-inflation-cost-index/> to estimate the replacement costs. The document was discussed and accepted. It will be reviewed and updated by Mrs. Davis yearly.
- **Policy Committee**
The policy committee met multiple times to review the Policy Manual and the Employment Handbook. Both documents, with their proposed material revisions, were distributed prior to the board meeting. The documents were reviewed and discussed. The only open item on the Policy Manual was a clarification needed for section 3.6 of the Conflict of Interest Policy; all other changes were accepted. Mrs. Davis will reach out to Donald Ross, the ProBono attorney who reviewed this policy in 2018 for clarification and report to the board. A motion to accept the revisions to the Policy Manual was made by Mr. Schwartz and seconded by Mr. Brandon; motion carried unanimously (8-0). A motion to accept the revisions to the Employment Handbook was made by Ms. Neff and seconded by Mr. Schwartz; motion carried unanimously (8-0). All policies will be marked reviewed as of 10/26/2020.

- **Sustainability Plan**

Mrs. Davis will reach out to the committee members to schedule a meeting date. Ms. Burck has agreed to join the committee. Our current plan will expire in June of 2021.

- **Social Media/Website-The Shop**

The website has been converted to its new server and its theme updated. Staff will work on cleaning up the site to reflect the most relevant information. Our social media presence has been revamped to a more current look and 85% of our posting is being designed and posted by The Shop.

NEW BUSINESS

- **Personnel Actions Yearly Approval**

A **motion** was made by Mr. Geisler and seconded by Ms. LeGoues that to the extent required by law, the Board ratifies the appointment and salaries of the current staff for the 2020-2021 fiscal year; motion carried unanimously (8-0).

- **2021 Holidays and Board Meeting Dates**

After a discussion of the most appropriate means for Mrs. Davis to offer a staff development/meeting day, it was agreed that closing the library for a half day once a year was an acceptable option. A **motion** to approve the 2021 Holidays and Board Meeting Dates was made by Ms. Neff and seconded by Mr. Brandon; motion carried unanimously (8-0).

DIRECTOR'S REPORT

- **Air Purifiers**

Mrs. Davis reported that the library has purchased multiple air purifiers for the Community Room, Children's Program room and all 3 study rooms. The care and maintenance of all of the machines have been added to the custodial check list. These machines all have HEPA filters and will be run when the rooms are occupied.

- **Election Day**

The library will be a polling place for the November 3rd Presidential Election. With a record number of people expected to vote, the library will take this opportunity to promote the importance of voting by offering some unique events which include a children's vote for the next character visit, a display of voting history in the US (in the upstairs corridor), two programs by the League of Women Voters, and M&Ms that say "I Voted 2020" with the library logo that will be handed out to the first 300 voters.

- **Tree Removal**

The two trees which were damaged in tropical storm Isaias have been removed and the fence on the Coachlight side of the property has been repaired. All clean up from the storm is now complete. None of the damage was covered by insurance. Total cost of clean-up was approximately \$5400.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

OTHER

Meeting adjourned at 8:24 pm.