

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting
February 22, 2021
Via GoToMeeting

Board members present: Cindy Neff, Kevin Quigley, Philip Brandon, Tammi Trudel, Barbara Burck, Gina Goodenow, Mark Geisler, Francoise LeGoues

Also present: Jill Davis, Director

Ms. Neff called the meeting to order at 7:01 pm.

Pledge of Allegiance was recited.

Board entered executive session 7:03 pm on a **motion** by Ms. Goodenow and seconded by Mr. Quigley; motion carried unanimously (8-0) with no abstentions.

Discussion of personnel issue.

Board ended executive session ended 7:23 pm on a motion by Ms. LeGoues and seconded by Mr. Geisler; motion carried unanimously (8-0) with no abstentions.

A **motion** to set the 2021-2022 Library Director's salary to the agreed upon rate as determined in executive session was made by Ms. LeGoues and seconded by Ms. Neff; motion carried unanimously (8-0).

The minutes of the January 25, 2021 meeting were approved on a **motion** made by Mr. Geisler and seconded by Mr. Brandon; motion carried (7-0) with Ms. LeGoues abstaining.

FINANCES -Mrs. Davis

- ❖ **Budget to Date** - reviewed and accepted
- ❖ **Treasurer's Report** - reviewed and accepted
- ❖ **Miscellaneous Income Report** - reviewed and accepted

Notes pertaining to the budget and treasurer's reports were sent with the board documents. There were no questions on these items.

OLD BUSINESS

- **Gedney Estate Funds-** Mrs. Davis reported that in order to keep the Gedney funds in a separate account the two reserve accounts were combined into a single account and the Gedney funds were deposited into the account that became available. This account was renamed TD Checking- Gedney and will be moved to the endowments section of the treasurer's report. At the January meeting clarification of what the Gedney funds can be used for was requested. Mr. Geisler reviewed the legal documents and distributed the wording, as it relates to the use of the funds, to the board. (attached)
- **Cleaning Service**
The new cleaning service, Bueno Brothers, is working out well. Constant Building Services, who were terminated, are still not returning calls or emails. Mrs. Davis will follow up to set a date for them to come and retrieve their supplies and return the building access fobs (which have been deactivated).

NEW BUSINESS

- **2021-2022 Budget**

Mrs. Davis distributed budget information prior to the meeting. There were three budgets to review.

The first represented a .02% (+\$327) budget to budget increase and a 5.31% (+\$58,183) levy increase.

A second represented what the levy would be if we were to request the tax cap allowable amount (\$1,222,490). This would be an 11.64% levy increase (+\$127,490) which would result in a 4.31% budget to budget increase.

The third represented what the levy would be if we were to request the tax cap allowable amount and the allotted carryover amount (+\$17,058- b/c we requested under the tax cap last year) which would be \$1,225,872. This it would be an 11.95% levy increase (+\$130,872) and a 4.51% budget to budget increase.

The Board reviewed and discussed the proposed 2021-2022 budget. The discussion included the effects the COVID 19 pandemic has had on our community and the closing of Entergy. A **motion** to approve the proposed budget with a .02% budget to budget increase (a tax levy of \$1,153,183; 5.31% levy to levy) was made by Ms. Neff and seconded by Mr. Quigley; motion carried unanimously (8-0).

- **Suggested Starting Salaries**

In order remain in compliance with Westchester County Minimum Wage laws a **motion** to accept the 2021-2022 Suggested Starting Salary Update was made by Ms. Goodenow and seconded by Mr. Geisler; motion carried unanimously (8-0).

- **Presentation of Budget at 3/10/21 BOE Meeting (Virtual)**

Ms. Neff will present the Library's budget, for inclusion on the May 18th ballot, at the March 10th Board of Education meeting, which will be held virtually, beginning at 7:30 pm. Mrs. Davis will attend and will send the link to all trustees so that anyone available can attend. Mrs. Davis will provide last year's talking points for Ms. Neff to review and change accordingly.

- **Debbie Fay Volunteer NY Spirit Award**

Debbie Fay, who served on both the Hendrick Hudson Free Library Board and the Westchester Library System Board, will be receiving the Spirit Award from Volunteer NY on April 9th (virtually). Mrs. Davis was asked to be on the Benefits Committee. The library will be taking out a full page ad in the program to congratulate Ms. Fay. The cost will be shared with Westchester Library System. Ms. Fay continues to be a huge library advocate and community member. A link to the event will be sent to all trustees.

- **Canvas for Board Members**

The current library board consists of 10 voting members; the charter allows for 11 voting members. At this time, with all the COVID restrictions, we will not be advertising for new trustees, but will plan on canvassing for trustees next year.

- **Officers for 2021-2023**

Ms. Neff and Mrs. Davis will meet to discuss the slate of officers for 2021-2023. Offices to be filled are vice president and secretary. Each office is a 2-year term.

DIRECTOR'S REPORT

- **Living through History-A Pandemic**

The Blue Mountain Middle School Junior Honor Society advisor requested that the library house a document in which district students recorded their feelings and observations of the COVID 19 pandemic. It is currently on the homepage of the website and will eventually be located on the teen page.

- **Online Registration for Adult Programs and Booking Study Rooms**

Mrs. Davis reported that due to the success of the online registration of children's programs the last year, we will begin using the same service (Local Hop) for the registration of adult programs. We have also purchased the module that allows patrons to book a study room directly from our web site. The staff has been trained on both of these new services and the public will begin using them as of March 1st.

- **WOWbrary**

Beginning February 20th patrons can sign up to receive a weekly newsletter that highlights the newest items added to our collection. The newsletter can be customized to each patron's genre/author preferences. The library can submit program/special events to be included in the newsletter.

OTHER

- Ms. LeGoues requested that Mrs. Davis look into having a direct link to searching the catalog but on the library homepage for easier access.
- Mrs. Davis informed the board that there would be a trustee institute sponsored by Westchester Library System on Wednesday, March 3rd at 7pm via Zoom. The topic will be Roles and Responsibilities of Library Boards and Directors and will be presented by Jerry Nichols. She will be sure all trustees receive the invitation.

ADJOURNMENT

NEXT MEETING: March 22, 2021- 7:00 PM

Meeting adjourned at 8:48 pm.