

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting
January 25, 2021
Via GoToMeeting

DRAFT

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

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 November 23, 2020 meeting were approved on a **motion** made by Ms. Trudel and seconded by Mr. Quigley; motion carried (7-0) with Mr. Geisler 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. Mrs. Davis did note that book sale and miscellaneous income are down due to COVID restricting access to the building limiting book, passports, vending sales.

- ❖ **Synchrony CD Reserve Due 1/31/2021**- after discussion it was decided due to low interest rates this CD should be rolled into a short term CD at the current institution (Synchrony).
- ❖ **Gedney Estate Funds**- The library has been notified that Mr. John Gedney's estate is being settled and that the funds designated for the library will soon be available for distributed. Mrs. Davis asked for direction on where those funds should be deposited. After discussion, a **motion** was made that at this time, on receipt of the Gedney donation, the funds should be deposited into a savings or money market account in values not to exceed \$250,000 per account by Ms. Neff and seconded by Mr. Geisler; motion carried unanimously (8-0) with no abstentions.

OLD BUSINESS

- **Juvenile Material Fines**
Mrs. Davis again thanked the Dwyers for their generous donation that expunged the fines of all Hendrick Hudson Free Library juvenile card holders. Ms. Goodenow asked if the library had notified all of the families so that they would know they can borrow books again. Mrs. Davis stated that this was not done because those patrons may still have lost items on their cards which would prevent borrowing, also there were over 800 cardholders involved. Mrs. Davis reported that almost all libraries in Westchester were still not charging fines of any kind and requested direction as to if Hendrick Hudson should continue to be fine free. It was decided that Mrs. Davis should report monthly on what other libraries were doing, but for now we would stay fine free.

- **Unused Vacation Time**

The unused vacation time was paid to eligible employees in the first pay period of 2021 following the guidelines set forth at the November 2020 board meeting. The schedule was provided in the board documents.

- **Cleaning Service**

Our cleaning service (Constant Building Service) is currently in legal proceedings due to the death of the company's owner. The building has not been being consistently serviced since January 4th with no service since January 11th. Attached are the letters initiating termination of the contract. We have collected estimates from potential new cleaning providers. Mrs. Davis suggests that the library enter into a contract with Bueno Brothers at a cost of \$395.53 for three (3) days of cleaning per week after Mr. Geisler reviews the contract provided by Bueno Brothers. All agreed to move in this direction.

- **Sustainability Plan committee Update**

Mrs. Davis reported that the committee received the electronic survey results from both the school district survey (6) and the patron survey (43). They will be reviewing the results at a later date. The committee, along with 2 staff members, were invited to participate in a 4 month Institute for Strong Nonprofits Strategy and Planning workshop sponsored by the Support Center, in partnership with Westchester Community Foundation. The group will take part in this activity and develop a long range strategic plan to be presented to the full board at a future meeting.

- **Website Timeline**

Mrs. Davis invited all board members to look at the new history of the library timeline on the website. It is close to being complete, but she welcomes any suggestions. The staff and Mr. Brandon continue to work on tweaking things to make the site inviting, current and useful.

NEW BUSINESS

- **2021-2022 Budget**

Mrs. Davis has begun work on the 2021-2022 budget. She will continue to develop a budget to be discussed at the February meeting.

- **Approve 990 and Financial Statement for YE 6-30-2020**

After a brief discussion of the liabilities associated with the library's debt service, a **motion** to accept the 990 and Financial Statement for the year ending June 30, 2020 was made by Mr. Schwartz and seconded by Ms. Neff; motion carried unanimously (8-0).

- **PT Employee Benefit Review**

At the November board meeting Mr. Schwartz requested that we revisit the current policies as they pertain to part time staff and their benefits at a future meeting. The portions of the Employee Handbook which pertain to PT employee benefits were distributed with the board documents. There were no comments or changes suggested.

- **New Policies**

New York State requires all public employers have in place by April 30, 2021 a Health Emergency Plan (HEP). The policy committee reviewed two templates provided by Westchester Library System that cover all the state-required elements. The committee then selected and edited the one that most closely aligned with the operation of the library. The Health Emergency Plan required that the committee also put in place a Telecommuting policy since it is referred to in the HEP. The policies were distributed with the board documents. A **motion** to accept the Health Emergency Plan was made by Ms. Goodenow and seconded by Mr. Schwartz; motion carried unanimously (8-0). A **motion** to accept the Telecommuting policy was made by Mr. Quigley and seconded by Mr. Brandon; motion carried unanimously (8-0).

DIRECTOR'S REPORT

- **Staff Holiday Gift**

Mrs. Davis ordered masks and cookies with the library logo on them and distributed them to the staff as a holiday gift.

- **Essential Retail Workers-Vaccination Centers**

Mrs. Davis reported that Westchester Library System, with the support of the library directors, composed a letter (attached) to NY State officials requesting that library workers be considered essential workers and included in group 1b for receiving the COVID 19 vaccine. Libraries provide essential services like Internet access, job and health resources and much more to community members especially the underserved. Mrs. Davis will be signing the letter on behalf of the library. NOTE: libraries may also be asked to be vaccination centers in some communities.

- **Hours for March & April**

Mrs. Davis suggested that the hours for March and April remain reduced as they are for January and February due to COVID 19, and because entry into the building is still by appointment only.

- **Monthly Stats and Department Reports**

All documents were provided in the documents. (attached)

OTHER

ADJOURNMENT

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

Meeting adjourned at 7:58 pm.