

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting
April 26, 2021
Via GoToMeeting

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

Also present: Jill Davis, Director

Ms. Neff called the meeting to order at 7:27 pm.

Pledge of Allegiance was recited.

The minutes of the March 22, 2021 meeting were approved on a motion made by Ms. Trudel and seconded by Mr. Brandon; motion carried 6-0 (Mr. Smith was not yet present).

FINANCES -Mrs. Davis

- ❖ **Budget to Date** - reviewed and accepted
- ❖ **Treasurer's Report** - reviewed and accepted
- ❖ **Miscellaneous Income Report** - reviewed and accepted
- ❖ **Synchrony CD**- A motion to move the money in the Synchrony CD (8483) which comes due 4/30/21 to the Synchrony money market account was made by Mr. Geisler and seconded by Mr. Brandon; motion carried unanimously 6-0 (Mr. Smith was not yet present). Current CD rates will be presented, and evaluated monthly by the board.

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

OLD BUSINESS

- ❖ **Trustee Positions**
Mrs. Davis noted that she needs signed nomination forms from Mr. Smith and Ms. LeGoues and will reach out them both.
- ❖ **Focus Groups for Strategic Plan**
Ms. Burck, Ms. Caracci, Ms. Landesberg and Ms. Davis have been working with the cohort from the Support Center and Marie Zieger on best practices for developing a Sustainability Plan. We have put out a call for patrons to participate in focus groups and gotten a good response. We are now organizing those patrons into virtual, in-person and hybrid sessions which we will hold in early May. We will be reaching out to the board to help facilitate the sessions once we have them set up. Questions have been formulated and we are working on how the flow of the meetings will go. Our plan is to take this information and use it to formulate a new Sustainability Plan. Ms. Davis also reported that the group did receive the results of the board survey that everyone participated in and we will share them at a later date.
- ❖ **Sunday hours for July and August**
Mrs. Davis requested that for the summer of 2021 the library remain open on Sundays. The library is usually closed Sundays during July and August, but since we have been closed so much over the past 18-months, and with the number of summertime Sunday concerts we will be holding she feels it will be advantageous for both the library and the patrons if we remain open.

❖ **Fines**

The board agreed to remain fine free through the summer and re-visit the issue in the fall.

NEW BUSINESS

❖ **Approval of the Free Direct Access Plan**

The Free Direct Access Plan was provided to the board prior to the meeting with the proposed revisions (see attached). This is a plan that all library systems and the libraries in those systems must have in place and adhere to. A **motion** to accept the plan with the changes was made by Mr. Brandon and seconded by Mr. Quigley; motion carried unanimously 7-0.

❖ **Change to Health Insurance Contributions**

We have 6 full time employees with 4 currently on our health insurance plan (NYSHIP). Depending upon their hire date, the library's contribution rates for these employees are either 100% of employee and 50% of family, or 100% of employee and 35% of family. In the past an employee's benefit level was determined by their hire date. I am requesting that (1) the board approve the hiring of a full time employee as indicated below; (2) the board approves changing the library's contribution rate to 75% of the employee and 35% of the family for any employee who comes onto the plan after July 1st 2021 regardless of hire date. A **motion** for the addition of the following to the Employment Handbook (Letter of Welcome); *For employees eligible for health benefits, who opt in into the plan after July 1, 2021, regardless of their hire date, the Library pays 75% of the cost of a full-time (35 hours) employee's health insurance and 35% of dependents costs*, was made by Mr. Quigley and seconded by Ms. Trudel; motion carried unanimously 7-0).

❖ **New Hire**

Mrs. Davis requested the Board's approval to promote a current part-time staff member (working towards her Master in Library and Information Science) to a full time position in the Children's Department, as a Children's Room Assistant. The annual salary would be \$45,000 which is in line with the current suggested starting salaries. After discussion it was agreed that Mrs. Davis could move forward with the offer.

❖ **Gedney Announcement**

Mrs. Davis requested that the board begin thinking about formulating an official announcement to the community regarding the Gedney gift. This includes what it should say and where it should be announced (social media, local papers etc.) so that once it is composed and approved by the board it can be announced to the community. There was discussion and some thoughts about content offered. Mrs. Davis and Mr. Brandon will begin working on the statement and have something for the board to review at the May meeting

DIRECTOR'S REPORT

❖ **Whistle-Blower Violations Report (April-September-January)**

No violations to report

❖ **Light Pole Damage**

The driveway light post which was damaged by an unknown vehicle will cost \$2,700 to repair. The deductible is \$1,000 and we have received a check from Utica National Insurance for \$2,700. Once all the need parts are received it will be repaired by Keating Electric.

❖ **Wireless Project-Entergy Grant**

Mrs. Davis submitted a grant to The Entergy Charitable Foundation requesting support for a project which would include adding wireless access points to the outside of the building (lawn and parking lot). This would allow patrons to enjoy the property during the nice weather and still have access to the Internet. It will also be beneficial in library programming which is held outdoors. The library was given \$7,500 towards the project.

❖ **Staff Appreciation**

National Library Week 2021 was a huge success. The patrons and the staff were most appreciative of the raffles and prizes given out to celebrate. The staff lunch was delicious. The "Meet the Staff" social media posts were well received by the public. We are looking forward to celebrating again in the future

❖ **Real Estate Flyers**

In an effort to attract new homeowners to the library we have updated our informational flyers. They have been distributed to numerous real estate agencies for distribution both physically and electronically.

❖ **School Budget Vote May 18-Insert**

The school district could not give the library more space in the "Budget Vote Newsletter" that goes to all residents of the district. This would have allowed us to provide additional information concerning the libraries proposition. Mrs. Davis was able to get permission to have our Annual Meeting flyer included as its own insert. The flyer will be printed in English and in Spanish and included in the mailing. The library will be responsible for the additional cost. It is a way that we can get a bit of library information out to patrons who may not currently use our services.

DEPARTMENT REPORTS (January, May, September)

CORRESPONDENCE

❖ **Patron letter**

Mrs. Davis read a letter from a patron expressing her gratitude for Reference Librarian, Cheri Morreale. Mrs. Davis has shown the letter to Ms. Morreale and will place it in her file.

OTHER

ADJOURNMENT

Meeting adjourned at 8:33 pm.

NEXT MEETING: May 24, 2021- 7:00 PM