

## **HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting**

**May 24, 2021**

**Via GoToMeeting**

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

**Also present:** Jill Davis, Director

**Ms. Neff called the meeting to order at 7:08 pm.**

Pledge of Allegiance was recited.

**The minutes of the April 26, 2021 meeting** were approved on a **motion** made by Ms. Burck and seconded by Mr. Brandon; motion carried 6-0 with 3 abstentions. (Ms. Trudel was not yet present).

**The minutes of the June 25, 2020 Annual meeting** were approved on a **motion** made by Ms. LeGoues and seconded by Mr. Quigley; motion carried 6-0 with 3 abstentions. (Ms. Trudel 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 (8483)** - was moved into the Reserve account money market (5718) not the Capital account money market (2148) to keep the funds designated correctly. The rates on both money market accounts are the same.
- ❖ **School District Contract** - Ms. Neff and Mr. Brandon will sign 2021-2022 contract, and Mrs. Davis will deliver to the district office.

### **OLD BUSINESS**

- ❖ **Focus Groups for Strategic Plan Update**

Two focus groups were held in early May and although they were lightly attended the information provided was useful and will be incorporated into the strategic plan. Ms. Goodenow asked if it would be helpful for her to post on a couple of Facebook groups the question of why people don't use the library. She would identify herself as a board member and explain that we are working on our strategic plan. The focus groups that have met so far are made up of patrons who are all library users and having non-library user feedback would be helpful. It was agreed that this could be helpful.
- ❖ **Gedney Announcement**

A draft press release was presented to the board by Mrs. Davis and Mr. Brandon for comments. This release will be used to share with the public that the library has been named as a beneficiary of Mr. John Gedney's estate. After discussion, an agreed upon version was approved. Mrs. Davis will distribute to local media outlets, post on social media and contact government officials to inform them of the gift.

### ❖ **Change to Health Insurance Contributions**

The changes to the Health Insurance portion of the Employee Handbook which were approved at the April meeting, along with wording concerning pre and post-tax contributions, were not consistent with NYSHIP rules and regulations.

A **motion** to replace wording with the policy that was board-approved at the April 2021 meeting **from** *“For employees eligible for health benefits, who opt into the plan after July 1, 2021, regardless of their hire date, the library will pay 75% of the cost of a full-time (35 hours) employee’s health insurance and 35% of a dependent’s/dependents’ costs”* **to** *“For full-time (35 hours) employee’s hired after June 30, 2021, the library will pay 75% of the cost of a full-time (35 hours) employee’s health insurance and 35% of a dependent’s/dependents’ costs”* was made by Mr. Geisler and seconded by Ms. Goodenow. Motion carried unanimously 9-0.

A **motion** to clarify how a pre- or post-tax deduction effects health insurance enrollment restrictions **from** *“unless you experience a qualifying event (see section 125 of the IRS code for a definition of “qualifying event”* **to** *“Health plan changes outside of the enrollment period for employees who elect a pre-tax contribution are subject to a “qualifying event” under Section 125 of the IRC. Employees who elect a post-tax contribution are subject to NYSHIP’s Late Enrollment Waiting Period when applicable.”* was made by Mr. Smith and seconded by Mr. Brandon; motion carried unanimously 9-0.

### **NEW BUSINESS**

#### ❖ **Budget Results Table**

The Annual Budget Vote Results table was distributed with the board documents. Ms. Neff commented that the library received nice public support and that the library budget passes at a bit higher rate than the school budget. Ms. Goodenow commented that some of the public think the library budget is part of the school budget and that perhaps we can find a way to clarify this in the future.

#### ❖ **Conflict of Interest**

The Conflict of Interest Policy, along with an acknowledgement of receipt and adherence to the policy, was distributed with the board documents. Mrs. Davis asked that all trustees sign and return the form before the June meeting.

#### ❖ **Review of Temporary Policies**

As government restrictions that have been in place since the beginning of the COVID 19 pandemic are being lifted, Mrs. Davis requested the board review the library’s temporary policies. These policies were put in place for the safety of the public and library staff and to be in compliance with NYS laws as they related to the pandemic. All policies were distributed in the board documents.

A **motion** to accept the **Study Room Policy** and **Conference Room Use Policy** with the changes and corrections was made by Mr. Geisler and seconded by Ms. Neff; motion carried unanimously 9-0.

A **motion** to add the **Temporary Safety Practices Policy, Cleaning Protocol During a Pandemic Policy** and the **Building Re-Opening: Phased Plan Policy** with the changes and corrections to the Public Policy Manual was made Mr. Quigley and seconded by Ms. LeGoues; motion carried unanimously 9-0.

A **motion** to add the **Staff Safety Policy** with the changes and correction to the Employee Handbook was made by Ms. Neff and seconded by Ms. Goodenow; motion carried unanimously 9-0.

❖ **Mask, Social Distancing and Staff/Patron Sign In Requirements**

Currently, the library requires anyone who enters the building to sign in, maintain social distance and wear a mask. With the change in the government guidelines no longer requiring these precautions for fully vaccinated people Mrs. Davis suggested that signing in and social distancing no longer be mandatory, but that mask wearing stay in effect. Mask wearing can then be re-evaluated at the June meeting, allowing adequate time for the new guidelines to be in place.

A **motion** to no longer require staff or patrons to sign in and out when entering and leaving the building was made by Mr. Schwartz and seconded by Ms. LeGoues; motion carried unanimously 9-0.

A **motion** to eliminate the need to maintain social distancing, but to require masks when in the building was made by Mr. Schwartz and seconded by Mr. Brandon; motion carried unanimously 9-0.

**DIRECTOR'S REPORT**

❖ **Kelly Wall**

Mrs. Davis reported that library neighbor, Ms. Wall, called to voice her concern that our landscapers were here on Mother's Day working, and requested that they not use blowers on her portion of the property line. Mrs. Davis assured her that the landscapers were only catching up on work and will be going back to their normal Monday morning schedule, and that no blowers would be used at her property line. Mrs. Davis has informed the landscaper.

❖ **Library Grant from Assemblywoman Sandy Galef**

Mrs. Davis was notified that Assemblywoman Galef was hoping to provide each library in her district with a \$25,000 grant. Mrs. Davis had to submit a general, brief description of what the money would be used for. She submitted that the money would be used for streaming and general technology projects and to promote library services to the community.

❖ **Comedy Night**

Before the COVID 19 pandemic, the library had scheduled a Comedy Night fundraiser. Mrs. Davis asked if the consensus of the board was that an event like this could be planned for the fall of 2021. All agreed she could pursue.

❖ **Statistics**

Distributed with board documents

❖ **June Meeting Date**

June board meeting date changed from June 28<sup>th</sup> to June 21<sup>st</sup>. Ms. LeGoues stated she hoped it could be in person. That decision will be made closer to the date.

**DEPARTMENT REPORTS (January, May, September)**

- ❖ Distributed with meeting documents

**CORRESPONDENCE**

**OTHER**

- ❖ Ms. Burck commented that on the Hendrick Hudson School District website the Library is not visible in the community tab. You must click "More" to see HHFL. Mrs. Davis feels this is because the drop down is in alphabetical order and will reach out to the district and request they move the library into a visible position.

**ADJOURNMENT - Meeting adjourned at 8:41 pm. NEXT MEETING: June 21, 2021- 7:00 PM**