

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
September 27, 2021
Via Go To Meeting

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

Also present: Jill Davis, Director

Mr. Brandon called the meeting to order at 7:07 pm.

Pledge of Allegiance was recited.

The minutes of the June 21, 2021 meeting were approved on a **motion** made by Ms. Neff and seconded by Ms. Legoues; motion carried (8-0) with one abstention.

FINANCES - Mrs. Davis

- **Budget-to-Date Final for 7/20-6/21**-reviewed and accepted
- **Budget-to-Date July and August**- reviewed and accepted. Mrs. Davis discussed income and expense items for July and August and answered any questions.
- **Treasurer's Report** - Mr. Schwartz noted that there was a date discrepancy on the treasurer's report. Mrs. Davis will have it corrected
- **Miscellaneous Income Report** - reviewed and accepted.

OLD BUSINESS

- **Strategic Plan Approval**
The strategic planning committee presented the new plan to the board. This plan will be in effect until December 2024. It was produced in three formats; bookmarks to be distributed to the public, a written document to be used on the website and included in the policy manual and the content was translated into a tree graphic for display at programs. The Strategic Priorities 2021-2024 was approved as presented on a **motion** made by Ms. Goodenow and seconded by Mr. Quigley; motion carried (9-0).
- **Investment of the Gedney Funds**
Mrs. Davis reported that the brokerage account has been set up with Schwab and that she has created log on credentials. A **motion** to transfer the entire amount in the Gedney endowment, currently \$598,597, and add funds from the 2020-2021 fund balance to equal \$600,000, to the new Schwab account was made by Mr. Schwartz and seconded by Ms. Trudel; motion carried unanimously (9-0). Mr. Schwartz will reach out to our broker Robert Graham with instructions to place the \$600,000 in a low risk account until the board reviews a more complete investment proposal.

NEW BUSINESS

- **FEMA Grant-COVID Reimbursement**
The Library will be submitting 3 projects for FEMA reimbursement. The first project reimbursement will be for just over \$9,000 and has made it through all of

the review processes and submitted for payment. There is no timeframe for when payment might be received. The second project required additional supporting documents be provided by the library and is still under review. The 3rd project will include all eligible items from January 21, 2021 thru the end of the year and will be submitted in early 2022.

- **NY Hero Act Airborne Infectious Disease Exposure Prevention Policy**

The Library's plan was formulated from a template provided by NY State and a draft reviewed by the board. The policy was distributed to staff before September 4th as required by NYS. The plan was activated on September 8th by Governor Hochul. A **motion** to approve the NY Hero Act as presented was made by Ms. Neff and seconded by Ms. Trudel; motion carried unanimously (9-0).

- **Sprinkler Inspection Deficiencies**

At the annual inspection of our sprinkler systems there were some deficiencies discovered as well as a couple of 5 year inspection requirements that were never noted before. The estimate for completing this work was included in the board documents and the work completed 9/23/2021. While completing this work additional leaks were detected in our outside hook ups. An estimate will be sent for completing this work.

- **WLS IT Service Level Agreement**

Westchester Library System now has separate Service Level Agreements with each library. Each agreement covers the services which that library currently pays WLS for (wireless, computers, network, ILS-our catalog) and the costs associated with those services. A copy of our agreement was included with the board documents. Mr. Geisler reviewed the document and although there are items that he feels need to be addressed in any future agreement, due to the nature of our relationship and the mission of WLS, he is comfortable with us entering into this contract. Mrs. Davis will sign and return the contract for 2022 and send the item to be reviewed for the 2023 contract to Terry Kirchner, Executive Director of WLS. A **motion** to approve the agreement as presented was made by Mr. Quigley and seconded by Mr. Schwartz; motion carried unanimously (9-0).

- **Comedy Fundraiser**

Our comedy night fundraiser is scheduled to be held on Saturday, October 23, 2021. The event will be presented both in person (50 tickets) and virtual (unlimited). There was discussion of the best practices for advertising the event. To help encourage early registration anyone who registers before October 15th will be entered into a drawing for a free ticket. October 15th will also be the date we will determine if the event will take place. There is a \$750 nonrefundable deposit that will be mailed with the contract. All board members are encouraged to spread the word.

- **Outdoor Space**

Mrs. Davis updated the board on the discussions with the Lothrop (architect) and the Town concerning the construction of the outdoor space (Pergola). The Town will not require us to put in additional parking spaces, but we will need to be sure that the structure meets the current zoning codes and is constructed of the proper materials. Lothrop will need to submit architectural drawings. Questions were

raised by the board including increased insurance costs, construction timeframe and payment schedule. All agreed to begin the next steps. Mrs. Davis will report back at the October meeting.

DIRECTOR'S REPORT

- **Quarterly Whistle-Blower Violations Report (April-September-January)**
No incidents to report.
- **Met with Karen Zevin**
Mrs. Davis met with our WLS representative, Karen Zevin along with Jesse Bourdon from Croton Library and Yvonne Cech from the Shrub Oak Library. We meet quarterly with Ms. Zevin to review the happenings at WLS and be sure that WLS is meeting our expectations. Ms. Zevin wants to be certain she is representing our needs.
- **Lucy Durr Donations**
Longtime resident and friend of the library Lucy Durr passed away recently. Her family named the library as a beneficiary of donations in her memory.
- **9/11 Exhibit**
The 9/11 exhibit which was produced by the 9/11 Memorial Museum has been on display in the upstairs hallway the month of September. The library had the foam boards produced by The Shop and will display this exhibit each September. Many patrons stopped by to view this emotional exhibit.
- **Fire Sticks**
The library has purchased two Amazon Fire Sticks which will be put into circulation for patrons to borrow. The sticks are loaded with Netflix, Disney+, ESPN+ and Acorn TV. Proper accounts have been established for each service. Mr. Brandon suggested looking into Roku services if the Fire Sticks are well received.
- **Electric Sign**
Mrs. Davis reported that she has been following up with Town of Cortlandt Supervisor, Linda Puglisi, regarding the installation of an electric sign at the intersection of Albany Post Road and Kings Ferry. The library would like to use this sign to advertise their programming. Mr. Brandon suggested that we send the Town a drawing of what we are hoping to see placed on the main road. Mrs. Davis has offered to meet with him to accomplish this. Ms. Neff suggested we also continue to explore removing some of our front hedges and placing an electric sign at the entrance to the library.
- **Construction Grant Funding for Sidewalks**
Sidewalk and curb replacement began Monday, September 27th. It is moving along. Most of the work should be completed by October 1st, with the exception of the front walkway. The heating cable delivery has been delayed therefore the front walkway concrete cannot be poured. A temporary walkway to the front doors has been created for use until the project can be completed.

DEPARTMENT REPORTS - (January, May, September)

- Distributed with board documents

CORRESPONDENCE

OTHER

Meeting adjourned at 8:44 pm.