

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting

June 21, 2021

Via GoToMeeting

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

Also present: Jill Davis, Director

Mr. Brandon called the meeting to order at 7:08 pm.

Pledge of Allegiance was recited.

The minutes of the May 24, 2021 meeting were approved on a **motion** made by Ms. LeGoues and seconded by Mr. Geisler; motion carried 7-0 with 1 abstention.

FINANCES -Mrs. Davis

- ❖ **Budget to Date** - reviewed and accepted
- ❖ **Treasurer's Report** - reviewed and accepted
- ❖ **Miscellaneous Income Report** - reviewed and accepted. Mr. Brandon was curious about ways to increase interest in, and financial return from the book sale. The feasibility of cataloging and publicizing available titles was also discussed. Mr. Quigley asked why there was no copier money collected for May.

OLD BUSINESS

- ❖ **Strategic Plan Update**
Mrs. Davis updated the group on the progress of the plan. The plan is close to completion and will be presented in its final form at the September meeting. Mrs. Davis showed sample book marks which the committee would like to have printed and distributed to patrons at checkout, for a designated time period. The bookmark design includes the HHFL mission, core value and strategic priorities. Mr. Brandon is working on a unique tree-themed design for display in library materials and in the library. (examples attached)
- ❖ **Mask Requirement-June 15, 2021 Governor Announcement**
As of June 15th, 2021 NY has lifted all state requirements with regard to masks, social distancing and gathering limits. New York State will now be following the CDC issued guidelines. After discussion, a **motion** to begin following the CDC recommended guidelines for the COVID-19 pandemic beginning July 1st was made by Ms. Neff and seconded by Ms. LeGoues; motion carried unanimously 8-0.
- ❖ **Announcement and Investment of Gedney Funds**
Mrs. Davis distributed the board approved announcement of the John B. Gedney gift to local media outlets. It was posted on social media and she contacted government officials to inform them of the gift. A committee composed of Mr. Schwartz, Mr. Geisler and Ms. Trudel was formed to prioritize what the Gedney funds might be used for, devise a timeline and budget for those items; and to then determine what portion of the funds the board is comfortable investing, at what risk level, and whether that should be done with an investment company or internally. Mrs. Davis will coordinate the meeting date and time and distribute the information provided by the two (2) investment companies who previously presented to the board.

❖ **Facebook Responses to Post for Feedback**

Ms. Goodenow posted a question to two (2) FB community groups asking for feedback from the members who don't currently use the library's services as to why this is. The responses were reviewed by library staff and a page of FAQ was formulated and posted on the two (2) sites. All involved felt that this was a positive experience and that we garnered valuable information from the members. The library staff will work on posting a FAQ to social media outlets on a monthly basis.

❖ **Conflict of Interest**

The Conflict of Interest acknowledgement was distributed with the board documents. Mrs. Davis asked that all trustees who have not signed and returned the form do so at their earliest convenience.

❖ **Safety Plan**

Mrs. Davis attended a webinar about the importance of having a comprehensive Safety Plan given by Cole Adams, Attorney; Central New York Library Council. The library does have one currently in place, but after attending the program and reviewing the library's plan, Mrs. Davis would like to review and update the plan in the fall.

NEW BUSINESS

❖ **Construction Grant Application**

Mrs. Davis reported that it was once again time to consider applying for a NYS Construction grant. The project that she wishes to submit is for the replacement of the 24 year old (original) boiler with a new, more energy efficient, staged boiler. A motion to allow Mrs. Davis to begin the process of applying for a 2022-2023 NYS Construction Grant and make the capital funds available to support the project was made by Mr. Quigley and seconded by Mr. Brandon; motion carried unanimously (8-0) with no abstentions. Ms. Neff will sign the needed documents for grant submission.

❖ **FEMA Grant for Reimbursement of COVID Related Expenses**

There is now a program in place allowing not for profits who incurred COVID 19 related expenses to apply for reimbursement. Mrs. Davis and Mrs. Kolesar have begun the application process, have been assigned a coordinator and will have their first meeting to discuss the library's application on Wednesday, June 23, 2021. Mrs. Davis will keep the board apprised of the progress.

❖ **914Inc Ad**

Working with WLS, Mrs. Davis was able to secure an agreement in coordination with 34 of the 38 Westchester Libraries to place an ad in the magazine 914Inc's ***Giving Guide: Regional Philanthropic Opportunities*** which will be published in October of 2021. This is an opportunity to reach many readers and educate them to the services that the Westchester County Libraries offer. Each library will contribute approximately \$80 to be included. WLS will be guiding the design of the ad and has agreed to pay these costs.

❖ **Juneteenth Holiday**

Mrs. Davis reported that Juneteenth (June 19) is now a Federal holiday. The library is open on other federal holidays, but she wanted to verify that this designation did not change the board's decision to remain open. All agreed being open would be the best way to serve our community.

DIRECTOR'S REPORT

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

❖ **Social Media Stats (February-June-October)**

Hootsuite social media reports were distributed with the board documents. Mr. Quigley suggested that the library find ways to do additional posts like the "Meet the Staff". The personal posts seem to be very popular and get a lot of public reactions. Mrs. Davis will see if any new staff might be willing to be highlighted.

❖ **Library Trustee Training Requirement**

As of 2023, all library trustees will be required, by law, to participate in 2 hours of trustee training per year. Both WLS and the New York Library Association are developing workshops that will make it easy for trustees to meet this requirement. Mrs. Davis also suggested that a speaker like Jerry Nichols could be asked to present at a board meeting.

❖ **Comedy Night**

The Comedy Night Fundraising Event which was scheduled to be held in October of 2020 has been re-scheduled for October 23, 2021. Mrs. Davis will keep the board apprised of the plans. Ms. LeGoues reminded the board that she had done some research on having a Casino Night fundraising event; the representative had just recently reached out to her again. This will be considered for a spring 2022 event.

❖ **Full Staff Meeting**

A full staff meeting will be held in person, Friday, June 25th.

❖ **Kelly Wall**

Mrs. Davis reported that library neighbor, Ms. Wall, called to voice her concern that our landscapers were here on the Saturday of Father's Day weekend and that this disturbed a family event she was having. Mrs. Davis confirmed with Town of Cortlandt Code Enforcement that landscaping activities were permitted at 1 pm on Saturdays. She then contacted Ms. Wall and listened to her concerns. Mrs. Davis offered that if in the future Ms. Wall was having a special event and she informed Mrs. Davis ahead of time she would be happy to ask the landscapers not to work on that day, but that Saturday is a normal and acceptable workday in accordance with Town of Cortlandt code.

DEPARTMENT REPORTS (January, May, September)

CORRESPONDENCE

❖ **Acceptance of health insurance changes NYS Dept. of Civil Service**

The changes to the health insurance plan have been accepted by the NYS Department of Civil Service. The letter was distributed with the board documents.

OTHER

ADJOURNMENT - Meeting adjourned at 8:17 pm.

NEXT MEETING: September 27, 2021- 7:00 PM