

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
November 22, 2021
Via Go To Meeting

Board members present: Mark Geisler, Philip Brandon, Gina Goodenow (7:10 pm), Jeffrey Schwartz, Cindy Neff, Barbara Burck, Kevin Quigley, Charles Smith

Also present: Jill Davis, Director

Mr. Brandon called the meeting to order at 7:04 pm.

Pledge of Allegiance was recited.

The minutes of the October 25, 2021 meeting were approved on a **motion** made by Ms. Burck and seconded by Ms. Neff; motion carried (7-0). (Ms. Goodenow arrived at 7:10 pm and was not present at the time of the motion).

FINANCES - Mrs. Davis

- **Budget-to-Date** - reviewed and accepted. Mrs. Davis discussed income and expense items for October. Mr. Geisler asked about a larger than normal payment to Final Stone Landscaping and a large credit from NYS Education Department. Mrs. Davis explained that they were the charges from Final Stone as the general contractor and grant payment from the construction grant money for the sidewalk project. Mr. Quigley suggested that we do another passport campaign reminding patrons that winter break is only 12 weeks away and to get your passport now if you are hoping to travel.
- **Treasurer's Report** - reviewed and accepted.
- **Miscellaneous Income Report** - reviewed and accepted.
- **Schwab Funds** - the Gedney money has been received by Beacon Trust (manager), and the funds will be fully invested following the agreed upon strategy.

OLD BUSINESS

- **Electric Sign**
No new updates to report.
- **Comedy Night Fundraiser**
The Comedy Night Event committee met and discussed the feasibility of running this event, and doing so successfully. Many options were discussed. It was decided that we would hold the event on May 14, 2022. The cost for admission would be between \$20-\$30 dollars, with a discount given for early registrations. We would look into have a food truck here for attendees to purchase snacks. The library will provide drinks at a small cost. We hope to make this event successful while understanding that our community is supportive of the library through approval of our annual budget.
- **Pergola-Outdoor Space**
The engineer was here to look at the proposed space so that he and the architects can provide the Town with the required documents for approval of the project; more to come in the New Year.

- **2022-2023 Budget and Beyond**

Mrs. Davis requested guidance on how best to proceed with the 2022-2023 FY budget preparation. With the loss of a significant amount of PILOT money from the closing of Entergy (\$270,000), and the likelihood that we will receive only \$67,736 in 2022-2023, she wanted guidance on the maximum amount that the board is comfortable adding to the tax levy, as well as, what amount might be made available from the library reserve account. Mrs. Davis reported that health insurance premiums will be going up 13% in 2022. After discussion it was determined that Mrs. Davis will produce a few different budgets using different scenarios. These will be distributed to the board in December for discussion at the January meeting.

- **Personnel Actions Yearly Approval**

A motion was made by Mr. Geisler and seconded by Mr. Quigley that to the extent required by law, the Board ratifies the appointment and salaries of the current staff for the 2021-2022 fiscal year; motion carried (7-0).

NEW BUSINESS

- **Libraries and Librarians on Tik Tok**

Mr. Brandon had sent information on libraries using the Tik Tok platform for marketing and wanted everyone to just be aware that this is another way the library might distribute its programming and services to the community.

- **Trustee Handbook Book Club**

Those trustees who attended the November 16th workshop found it very informative and each person garnered important information that will help them understand the proper way that library board meetings should be conducted.

DIRECTOR'S REPORT

- **Boilers Replaced**

Mrs. Davis reported that the boiler replacement is 90% complete. They are up and running we are just waiting for the roof vents to be installed and for final approval from the Town of Cortlandt.

- **Front Desk Flooring**

The LVT flooring around the circulation desk has been popping up in certain places. Mrs. Davis has been working with Lothrop, Nora-the floor manufacturer, R. D Weiss-an installer, and Yankee Construction (who laid the floor in 2018). The original installation of the flooring was not done 100% according to the manufacturer's specifications; however the labor warranty was for 1 year and is out of warranty. Gary Dinnebeil, the owner of Yankee, has agreed to make a \$3000 donation to the library to help offset the costs involved in replacing the floor.

- **Libraries and Sustainability Seminar-Australian Conference**

Mrs. Davis presented, with 2 other NYS library directors, to a group of 150 library directors and staff from around the world, on the sustainable initiatives that the Hendrick Hudson Free has undertaken as a leader in this area and the positive impact this has had for the library and the community.

- **Storywalk®**

Mrs. Davis reported that the library's StoryWalk® is just about ready to be opened to the public. We are planning on having the grand unveiling on December 11, 2021. We will also be honoring local children's author Jerry Pinkney, who recently passed away. The plaque that will be displayed at the start of the walk will not yet be installed, but the pavers and Trex® bench at the end will be ready. Mrs. Davis thanked Mr. Brandon for his help on the plaque. Mrs. Landesberg is taking care of all the details.

- **River Journal North Ad**

We have secured ad space in the River Journal North publication whose December issue will be focused on the retirement of Town of Cortlandt Supervisor, Linda Puglisi. Mr. Brandon and Mrs. Davis are working on the content and design of the ad. The board feels confident in allowing them to make the final decision.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

OTHER

Meeting adjourned at 8:20 pm.