

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting
January 24, 2022
Via GoToMeeting

Board members present: Jeff Schwartz (left at 8:03 pm), Kevin Quigley, Philip Brandon, Tammi Trudel, Barbara Burck, Gina Goodenow, Mark Geisler, Charles Smith (left at 7:25 pm), Francoise LeGoues

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 November 22, 2021 meeting and the December 21, 2021 Special Meeting were tabled to the February meeting; lack of a quorum.

FINANCES -Mrs. Davis

- ❖ **Budget to Date** - reviewed and accepted
- ❖ **Treasurer's Report** - reviewed and accepted
- ❖ **Miscellaneous Income Report** - reviewed and accepted
- ❖ **Schwab Update-Reviewed**

Mr. Geisler and Ms. Burke asked questions pertaining to some of the vendors paid in November and December. Mrs. Davis clarified the expenses. A question on why there was a projected negative cash flow at the end of the 2021-2022 FY was explained by Mrs. Davis.

OLD BUSINESS

- **Electric Sign**
Mrs. Davis reported that the State aid requested from Assemblywoman Galef has been received. This money was designated to help support the library's goal of increasing our digital publicity. Mrs. Davis will reach out to Town Board member Jim Creighton to continue the discussion of placing an electric sign on the main corridor in Montrose. This sign would be used to publicize library as well as town events.
- **Comedy Night Fundraiser**
The lineup for the Comedy Night is set. Mrs. Davis will contact the fundraising committee members to set a date to meet to begin to formulate the tasks that need to be completed, and by whom, so we can have a successful event. Mr. Brandon sent a document with some of the key items to be discussed.
- **Pergola**
The revised estimate of probable costs for this project was distributed prior to the meeting. This is not a final estimate of the costs. The project needs to go out to bid. Questions on some of the specific costs were posed and Mrs. Davis answered those she was able to and will follow up with additional information as it is available.

- **Flooring Replacement**

The estimate for replacing the defective floor around the circulation desk was provided in the board documents. There was discussion concerning the cost of some of the line items, labor charges, and freight charges. Mrs. Davis will reach out to the representative for clarification and to Lothrop (architects) for names where comparative quotes can be obtained.

NEW BUSINESS

- **Revised Art Exhibit Policy**

A **motion** to accept the revised Art Exhibit Policy with the proposed changes, was made by Mr. Geisler and seconded by Ms. Trudel: motion carried unanimously (9-0)

- **Starting Salaries 2022-2023**

A **motion** to accept the 2022-2023 Suggested Starting Salaries with revisions discussed was made by Ms. LeGoues and seconded by Mr. Quigley; motion carried unanimously (8-0) {Mr. Smith had left the meeting}.

- **Policy**

Mr. Geisler will look over the changes to the Whistleblower Law to be sure our current policy complies. The policy committee will meet later in the year to review current policies and suggested additional policies: Procurement and Budget Process.

- **River Journal North Publicity**

Mrs. Davis has been in discussion with Bruce Apar from the River Journal North about the possibility of the library placing a monthly ad in the journal. This might also include a small space for some specific programming information. The majority of the board thought that this was something worth looking into. Currently, RJN works with the Field Library, and perhaps with our participation, there might be the opportunity to have a "Library Corner" in each issue. Mr. Brandon and Mr. Quigley will investigate how this might best benefit the library. Mrs. Davis will forward the media kit to them.

- **2022-2023 Preliminary Budget Discussion**

Prior to the meeting, Mrs. Davis sent out some preliminary budget figures. We currently do not have a definite dollar amount from the possible Holtec PILOT. The school district is still in negotiations. We have been provided by Enrique Catalan, HHSD Superintendent of Business, with the minimum amount the library would receive if no agreement is reached by the time our budgets need to be presented. Mrs. Davis used that figure in all of the information provided to the board. Mrs. Davis will provide a final budget for approval at the February meeting taking into consideration all the items which were discussed.

DIRECTOR'S REPORT

- **Whistleblower Violations Report** - nothing to report

- **Circulating Puzzles**

Mrs. Davis reported that the circulation of both children's and adult puzzles has been well received by the public.

- **Heated Sidewalks**

The sidewalk project is close to being completed. The system is operational, but needs to be turned on manually as the regulating sensor is currently on back order. Once it is installed and the system inspected the final payment will be made. The cost for the project was approximately \$10,000 more than the estimate due to the increase in the cost of supplies. We were made aware of this increase prior to the start of the project. Fifty percent of the original estimate for the project was paid by NYS Construction Grant Funds.

- **Charging Station**

Mrs. Davis had the conduit for a charging station put underground during the sidewalk and patio construction. She is meeting with a SemaConnect representative to get pricing for having a dual charger placed in the parking lot. The station software would allow full control of the fees charged and times the station would be active and available for use.

- **Bullet Aid - See Electric Sign above**

- **HVAC Repair**

Boiler project is complete. Fifty percent of cost came from NYS Construction Grant Funds.

- **Front Door Repair**

New thresholds and weather sweeps have been installed on all 3 of the outside front doors. This project was necessary as a result of the sidewalk replacement.

- **Director's Accomplishments - attached**

- **Department Reports**

All documents were provided in the documents. (attached)

OTHER

ADJOURNMENT

NEXT MEETING: February 28, 2022- 7:00 PM (Virtual or in person TBD)

Meeting adjourned at 8:28 pm.