

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting
June 27, 2022 **DRAFT**

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

Also present: Jill Davis, Director; Steve Pavlopoulos, Trustee (7/2022); Judi Diloreto, Trustee (7/2022), Marie Manner, Trustee (7/2022)

Mr. Brandon called the meeting to order at 7:00 pm.

Pledge of Allegiance was recited.

The minutes of the May 23, 2022 meeting were approved on a **motion** made by Ms. Burck and seconded by Ms. Neff; motion carried (6-0) with 3 abstentions.

FINANCES – Mrs. Davis

- **Budget to Date** - reviewed and accepted
- **Treasurer's Report** - reviewed and accepted
- **Miscellaneous Income Report** - reviewed and accepted
- **Comedy Night Fundraiser Update**

The Board discussed the pros and cons of the event. All agreed that this event was done not to produce significant monies, but to get a feel for public participation. Although the event made very little money, most all who attended enjoyed the evening. The board would consider having another Comedy Night but will also investigate other fundraising events.

OLD BUSINESS

- **Pergola**

Mrs. Davis reported that only one contractor bid on the pergola project and the bid came in more than double the architectural estimate. The bid breakdown was distributed in the board documents. Mrs. Davis relayed the options presented by the architects for the project as;

- a) creating only the foundation of the space which would include the pavers, footings for steel (to be installed at a later date) and all the drainage;
- b) value engineer out as much as possible replacing some of the more expensive options with more affordable ones;
- c) not move forward at this time and revisit the project at a later date.

After discussion, it was decided to hold off on the project and revisit it in 6 months. The consensus was that the unusually high construction and materials costs being experienced now may level out.

- **Policy Committee**

The committee began its review of the policy manual. It was decided that the first items addressed would be the new policies which are required. These include:

- Whistleblower Policy that conforms to the updated law;
- Financial Controls;
- Electronic Monitoring (new employees);
- Recording in the Library

All policies were reviewed by Mr. Geisler and any questions were addressed. The policies were voted on individually with corrections noted as follows:

Whistleblower Policy was approved on a motion made by Mr. Brandon and seconded by Ms. LeGoues; motion carried unanimously (9-0).

Financial Controls Policy was approved on a motion made by Mr. Brandon and seconded by Ms. Goodenow; motion carried unanimously (9-0).

Electronic Monitoring Policy was approved on a motion made by Mr. Schwartz and seconded by Ms. Burck; motion carried unanimously (9-0).

Recording in the Library Policy was approved on a motion made by Mr. Brandon and seconded by Mr. Geisler; motion carried unanimously (9-0).

The committee will now focus on reviewing the Employee Handbook and the remaining public policies.

- **Health Insurance Retiree Coverage**

In May, Mrs. Davis requested the board clarify the provision that she and one other employee, will receive health insurance coverage in retirement even if they choose to retire before reaching Medicare retirement age. It was agreed that some provision needs to be put in place. Mrs. Davis reported that the current policy states, *“Upon retirement from the Library, employees hired before June 30, 1995, will continue their health insurance benefits under a plan provided by the Library at their current level.”* After discussion of how this would be implemented the board agreed that one option would be to put all retirees back on the current plan (NYSHIP) so that eligible employees could maintain their current coverage, if they choose to retire before reaching Medicare eligibility. Another option would be to purchase a plan equal to the current benefits offered. The board agreed that if the time comes a plan is needed the board would examine all options.

- **Executive Order 11.7, extension to July 14, 2022**

The executive order allowing for virtual meetings has been extended until July 14, 2022. On April 9, 2022, Governor Hochul signed Chapter 56 of the Laws of 2022, which included an amendment to the Open Meetings Law (OML) making permanent the expanded use of videoconferencing, by public bodies, to conduct open meetings under extraordinary circumstances regardless of a declaration of emergency, until July 1, 2024. The Committee on Open Government created a Questions and Answers document to provide an overview of the law. The new law is not intended to change or limit what was required of public bodies complying with OML. The law was intended to expand, only in extraordinary circumstances, the ability of public bodies to meet in a hybrid (in-person and online) environment. Library boards

planning to host a hybrid meeting in accordance with the new law are strongly encouraged to review the Questions and Answers document.

NEW BUSINESS

- **Conflict of Interest**

All Trustees received the Conflict of Interest Policy prior to the meeting. Each trustee was asked to sign and date the acknowledgement statement.

DIRECTOR'S REPORT

- **Hope for Youth**

The library received a \$250 donation from Hope for Youth for allowing them to use our facility for their monthly meetings and scholarship luncheon.

- **Construction Grant Application**

The next round of NYS construction grant funding is open. Mrs. Davis hopes to submit an application for replacing the remaining original AC condenser units. Applications are due to Westchester Library System on August 1st.

- **Mr. Carmel 100th Anniversary Ad**

In support of Mt. Carmel's 100th anniversary the library will be placing an ad in their commemorative journal (see attached).

- **PeachSkin Sheets Fundraiser**

Mrs. Davis was contacted by a representative from PeachSkin Sheets (seller of sheet sets) inquiring if the library was interested in participating in a fundraising opportunity. The library would receive \$20 from each set of sheets sold during the two week event. PeachSkin provides all of the graphics and the discount code used for the promotion. The library simply promotes the event through social media, Constant Contact and email. Mrs. Davis will ask a few additional questions and schedule the event for the beginning of July.

- **Gary Leonardo and Jim Davis Retirement**

Custodians Gary Leonardo (39 years) and Jim Davis (25 years) have both retired from their positions. At their request we held a small, staff only, celebration of their time with the library. We will certainly miss them.

DEPARTMENT REPORTS (January, May, September)

CORRESPONDENCE

ADJOURNMENT

OTHER

Mr. Brandon thanked Mr. Schwartz who is leaving the board and Mr. Geisler who is moving to an Ex Officio position for all that they have done for the library.

Meeting adjourned at 8:15 pm.

NEXT MEETING: September 19, 2022 - 7pm General Meeting

