

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting
September 19, 2022 **DRAFT**

Board members present: Philip Brandon, Cindy Neff, Steve Pavlopoulos, Gina Goodenow, Judi Diloreto, Barbara Burck, Tammi Trudel, Charles Smith, Marie Manner, Kevin Quigley

Also present: Jill Davis, Director; Mark Geisler, Ex-Officio

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

Pledge of Allegiance was recited.

The minutes of the June 27, 2022 meeting were approved on a **motion** made by Ms. Goodenow and seconded by Ms. Neff; motion carried (6-0) with 3 abstentions. The **minutes** of the **August 9, 2022** were tabled to the October 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
- **Fund Balance** – 2021-2022 FY fund balance was approximately \$142,500. It will remain in the operating account until the levy is received from the school district in mid-October, to be certain that we have funds available to cover expenses. At the October meeting the decision on where to put the fund balance will be discussed.

OLD BUSINESS

● **Policy and Employment Handbook Review**

A **motion** to accept the changes, as presented by the policy committee, to the **Policy Manual** was made by Mr. Quigley and seconded by Ms. Goodenow; motion carried unanimously (10-0).

A **motion** to accept the changes, as presented by the policy committee, to the **Employment Handbook** was made by Mr. Brandon and seconded by Ms. Neff; motion carried unanimously (10-0).

● **PeachSkin Sheets Fundraiser**

Mrs. Davis reported that the fundraiser collected \$1560 with some patrons choosing to make a monetary donation in lieu of purchasing sheets.

● **Construction Grant Application**

The grant which was the subject of the August 9, 2022 special meeting was submitted to WLS before the August deadline and will be forwarded to the Department of Library Development for review. Mrs. Davis doesn’t expect to hear if our grant will be awarded until August of 2023. We are currently waiting for a decision on the previous grant cycle announcements to be made.

● **LED Sign**

The LED sign has been delivered and is being stored at the library’s landscaper’s facility for safety. Final Stone (landscaper) and Keating Electric will be coordinating its installation. Installation should be completed by the end of October.

● **EV Charging Station Con Edison Grant**

Mrs. Davis was able to secure a grant from Con Edison for \$9,675. The grant will cover the cost of purchasing the charging station and signage indicating Con Edison's support of the project. Mrs. Davis is still waiting to hear if the library's request through the Power Ready program for funding to offset the electrical costs of installation has been approved. She will reach out to the representative to see if we can move forward with the project and be reimbursed if our grant application is approved.

NEW BUSINESS

- **Wine Walk Fundraiser**

Mrs. Davis suggested using the outside Storywalk area as a fundraising venue in the spring, pairing wines and lite bites. The consensus was that this could be a fun and well received event and worth investigating. Ms. Goodenow reminded the group that we had also considered holding another comedy night in the spring.

- **Phone Upgrade**

Mrs. Davis is looking into upgrading our phone system. She has reached out to 3 vendors for estimates, including our current provider. One estimate has been received from Select Telecom, our previous provider. Select is able to provide us with new phones free of charge (they would be donated by another customer) making it a very affordable offer. Mrs. Davis will present any additional estimates for a final decision in October.

DIRECTOR'S REPORT

- **Whistle Blower Quarterly Report**-Mr. Brandon reported no incidents.
- **Furniture Cleaned**- All fabric furniture throughout the building was cleaned in July.
- **Automatic Door Repair**-Inside handicap door was repaired.
- **Notary Bond Insurance**- Insurance was purchased for 3 staff members who notarize as a part of their position at the library (\$35 per year per employee).
- **No Show Rule**-If a patron registers for multiple programs and fails to show up 2 times in a row they will be removed from all remaining programs. They will be notified that they have been unregistered and why.
- **Westchester First Grant**-We received \$23,000 from the Westchester County Business First Grant we applied for. It included reimbursement for increased publicity expenses incurred due to COVID.
- **Outreach to Community-Base Services**-We are beginning to offer weekly program for clients from local group homes to provide them with more engaging visits to the library.

DEPARTMENT REPORTS (January, May, September)

- Distributed in board documents

CORRESPONDENCE

ADJOURNMENT

OTHER

Meeting adjourned at 8:05 pm.

NEXT MEETING: October 24, 2022 - 7pm General Meeting