

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

**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.**

The 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; the motion carried (6-0) with 3 abstentions. The **minutes of the August 9, 2022 Special Meeting** were tabled to the October meeting due to the lack of a quorum of board members who attended.

### **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 ensure that we have funds available to cover expenses. At the October meeting the account distribution of the fund balance will be discussed.

### **OLD BUSINESS**

- **Policy and Employment Handbook Review**

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

A **motion** to accept the changes to the **Employment Handbook**, as presented by the policy committee, 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 our landscaper’s facility for safety. Final Stone (our landscaper) and Keating Electric will be coordinating its installation which 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 for funding to offset the electrical costs of installation has been approved through the Power Ready program. 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 light bites. The consensus was that this could be a well received and fun event 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 time 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 applied for and received \$23,000 from the Westchester County Business First Grant program. 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 – 7:00 pm General Meeting**