

## **HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting October 24, 2022**

**Board members present:** Philip Brandon, Steve Pavlopoulos, Gina Goodenow, Judi Diloreto, Barbara Burck, Tammi Trudel, Marie Manner, Kevin Quigley, Francoise LeGoues

**Also present:** Jill Davis, Director

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

The Pledge of Allegiance was recited.

**The minutes of the September 19, 2022 meeting** were approved on a **motion** made by Mr. Brandon and seconded by Mr. Quigley; the motion carried (7-0) with 1 abstentions (Ms. Trudel was not present for the vote). The **minutes** of the **August 9, 2022 Special Meeting** were tabled to the November 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.

Ms. Goodenow requested that Mrs. Davis provide a report at the November meeting on the yearly performance of the investment funds.

**Miscellaneous Income Report** - reviewed and accepted

### **OLD BUSINESS**

#### **Construction Grant Applications**

- Our 2021-2022 grant was approved by NY State. The library will be receiving \$38,425 (50% of the cost of the boiler replacement project).
- Our 2022-2023 grant has been submitted to WLS and approved by the WLS board. It now goes to the NYS Department of Library Development for final approval (takes about 1 year). The grant was submitted for the replacement of the remaining original AC condensers.

#### **LED Sign Update**

Mrs. Davis reported that all of the paperwork for the LED sign has been submitted to the Town of Cortlandt and the permits have been issued. Final Stone Landscaping and Keating Electric will be installing the sign. The underground conduit has been laid and the footings will be installed shortly. The sign should be operable by Thanksgiving.

#### **Phone Upgrade**

The library will be upgrading the phone system and switching phone service and hardware to Select Telecom. The new phones have been donated by a Select customer and the cost for switching will be just under \$5,000, this includes one year of service. Our phone lines will move from RingSquared to Select. This will reduce our monthly phone fees.

## **EV Charging Station**

The library has received a grant from Consolidated Edison for \$10,180 for the purchase of the EV charging station from SemaConnect. Mrs. Davis has ordered the station and delivery is expected in about 3 weeks. The installation costs will be paid out of the library's capital improvements line until it is determined if we are eligible for reimbursement through the Power Ready program (a Con Ed program, too). Mrs. Davis also reported that the unit will be covered under the library's general building insurance. No additional coverage is needed.

## **NEW BUSINESS**

### **Fundraiser**

Mrs. Davis was approached by a patron who books shows for a comedy group call *Ladies of Laughter* about doing a fundraiser for the library. After discussion of the costs, it was determined that we would not move forward with this group. Other possible fundraisers for 2023 included Casino Night and a Wine Walk. Ms. Diloreto has a contact that coordinates wine events and will reach out to her for a possible collaboration. The committee will meet in early January to finalize the 2023 fundraiser events. Mrs. Davis will provide an update at the November meeting of all committees currently active and their members.

### **2023 Board Meeting Dates and Library Holidays**

The 2023 board meeting dates and holidays were included in the board documents. Mrs. Davis requested that the November meeting be moved from November 27<sup>th</sup> to November 20<sup>th</sup> since the Monday after Thanksgiving might be difficult for anyone traveling for the holiday to attend. Mrs. Davis also requested that the library be closed on Sunday, December 24 and Sunday, December 31<sup>st</sup> 2022 so that staff can have the entire holiday weekend off. The library will remain open on Sunday's in the summer of 2023. A **motion** to accept the 2023 Board Meeting Dates and 2023 Holidays, as amended, was made by Mr. Brandon and seconded by Ms. Legoues; motion carried unanimously (9-0).

### **WLS Service Level Agreement 2023**

Westchester Library System now has separate Service Level Agreements with each library. Each agreement covers the services which that library currently pays WLS for (wireless, computers, network, ILS-our catalog) and the costs associated with those services. A copy of our agreement was included with the board documents. Mrs. Davis will sign and return the contract for 2023. A **motion** to approve the agreement as presented was made by Mr. Brandon and seconded by Mr. Quigley; motion carried unanimously (9-0).

### **History of Grant Money Received 2017-2022**

Mrs. Davis provided a report that included all the grants (private and governmental) the library has received since 2017. The total is over \$400,000.

## **DIRECTOR'S REPORT**

**Social Media Stats** - Facebook, Twitter, and Instagram statistics were distributed in meeting documents. Mr. Quigley noted that library stats are up from last year in many of our postings.

**Public Restroom Drains** - The new restroom drains were not installed with the correct pitch to allow water and soap to drain properly. Mrs. Davis has been working with Lothrop Associates to correct this issue. Drain wedges along with new grates are being fabricated by Infinity Designers who fabricated the original drains. We are hopeful that once installed this will

correct the issue. Lothrop is also assisting us with the slight movement of the countertops in the restrooms. They will provide drawings that can be used to reposition and add additional support to the countertops in both restrooms.

**Chat Function on Website** - A widget which allows for staff to answer questions via chat was added to the library's website at the suggestion of Mr. Quigley. It has been quite successful with staff answering inquiries from programming to how to get a library card. Mr. Brandon asked if there was the opportunity to change the message patrons receive when the chat function is not available. Mrs. Davis will look into it and report back in November.

**Trustee Institutes** - Register at <https://westchesterlibraries.evanced.info/signup>

**DEPARTMENT REPORTS** (January, May, September)

## **CORRESPONDENCE**

### **ADJOURNMENT**

Motion to adjourn the meeting at 7:55 pm was made by Mr. Brandon and seconded by Ms. Trudel; motion passed unanimously 9-0.

### **OTHER**

**Meeting adjourned at 7:55 pm.**

**NEXT MEETING: November 21, 2022 – 7:00 pm (General Meeting)**