

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
September 18, 2023

Board members present: Phil Brandon, Mark Geisler, Steve Pavlopoulos, Francoise LeGoues, Marie Manner, Kevin Quigley, Cindy Neff, Gina Goodenow

Also present: Jill Davis, Director

Mr. Quigley called the meeting to order at 7:02 pm.

The Pledge of Allegiance was recited.

The minutes of the June 26, 2023, meeting were approved on a **motion** made by Ms. LeGoues and seconded by Ms. Goodenow; the motion carried (8-0).

FINANCES – Mrs. Davis

Year End 2022-2023 Financials - reviewed and accepted.

Fund Balance

2022-2023 FY fund balance was approximately \$52,000. 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. Ms. Goodenow and Mrs. Davis will investigate options.

Budget to Date - reviewed and accepted.

Treasurer's Report - reviewed and accepted.

Miscellaneous Income Report - reviewed and accepted.

Approval of SLA with WLS for 2024

A **motion** to approve the Service Level Agreement with Westchester Library System for IT service and support for 2024 was made by Ms. Manner and seconded by Ms. LeGoues; the motion carried (8-0).

OLD BUSINESS

Open Meeting Questions-Pro Bono Partnership

Mrs. Davis reached out to Pro Bono Partnership for clarification on questions concerning quorum requirements when a charter allows for a range of trustees, the ability for trustees to approve minutes if they were not present at that meeting, and if an association library can take action under the unanimous action without a formal meeting provision of the not-for-profit corporations law. The library has entered into a formal agreement with The Pro Bono Partnership to have these questions answered and for attorneys to be appointed to review the following library policies: Bylaws, Conflict of Interest, Whistleblower and Anti-Sexual Harassment. Attorneys from Nelson-Mullins have been assigned to the library. An introductory call will take place September 19, 2023; Mr. Geisler and Mrs. Davis will attend.

NEW BUSINESS

Staff Development

Mrs. Davis presented the following changes to the Employee Handbook (see attached):

- All staff members are required to participate in 2 hours of professional development per fiscal year;
- Tuition reimbursement must be submitted in the fiscal year it was incurred

A **motion** to accept the changes as presented was made by Mr. Quigley and seconded by Ms. Neff; the motion carried (8-0).

Policy Review

The policy committee revised and/or reviewed the following policies:

Adult Program Use Policy-reviewed

Art Exhibit Insurance Waiver and Indemnification-reviewed

Bulletin Board Use Policy/Property Sign Posting-reviewed and revised

Children's Educational Software Computer Policy/Children's Public Access Computer Policy-reviewed and revised

Children's Program Room Use Policy-reviewed

Conference Room Use Policy-reviewed

Conflict of Interest-referred to ProBono

Display Case Insurance waiver and indemnification-reviewed and revised

Environmental Policy-reviewed

Exam Proctoring Policy-reviewed and revised

Indemnification Policy-reviewed

Library Code of Conduct-reviewed and revised

Public Access Computer Policy-reviewed

Selection Policy-reviewed

Sexual Harassment—referred to ProBono

Study Room Policy-reviewed and revised

Tutoring Policy-reviewed and revised

Whistle-blower Policy-referred to ProBono

Wireless Network Policy-reviewed and revised

A **motion** to accept the reviewed and revised policies as presented was made by Ms. LeGoues and seconded by Mr. Brandon; the motion carried (8-0).

Long Range Plan Update

The committee presented a draft version of the 2025-2030 plan and asked for input by board members via email to Mrs. Davis by the end of October. The committee will meet again in November to discuss and revise as needed.

HHSD Certiorari and PILOT

As a result of a conversation with Enrique Catalan, HHSD Assistant Superintendent of Business, Mrs. Davis reported that the PILOT money that the library will receive from Holtec Inc. will remain the same through fiscal year ending June 2027; Hendrick Hudson School District Board of Education indicated that they would pay any tax certiorari owed by the library due to property reassessments.

Beacon Trust (Roth Fund)

The Roth funds have been moved from TD Ameritrade to Schwab. Financial advisors from Beacon Trust now have access to these funds. At the June meeting the board indicated their interest in investing in funds that are socially responsible. Beacon Trust representative reached out to see if this was still the boards intentions. Ms. Goodenow would like to speak with our agent (Maria DiZio) to ask a few questions brought up by the board. Mrs. Davis will provide Ms. Goodenow's contact information to Ms. DiZio. An update will be provided at the October meeting.

Kois

The Library has entered into an agreement with Koios, a not for profit company that assists other not for profits with website optimization and marketing, through a grant from Google. Mrs. Davis presented the dashboard showing the success of the partnership in the last 45 days. The traffic to and engagement in the library website has been very positive. Trustees can access the dashboard through the trustee site.

DIRECTOR'S REPORT

Whistle-Blower Violations Report (April-~~September~~-January) -none reported.

Social Media Stats (February-June-October)

Long Range Plan Review (October-March)

Grants:

- Grant from HHCEF-\$1616 to support the ENL family night held in June at the library;
- Grant from NYS Construction 2022-2023 - \$103,527 for the replacement of 4 AC compressors, heating and cooling coils and updated management software. The work will begin at the end of October;
- CREST Grant- \$50,000 from Senator Harckham for the renovation of our 2 single occupancy restrooms (children's and upstairs hall).

Peachskin Sheets Fundraiser- raised \$720

Lawn Instruments-we have received a donation of \$5,000 from a patron who would like us to purchase an additional lawn instrument and some bilingual bird identifying books for our Mr. Lunetta Birdwatching Backpacks. The patron loves the library and would like the contribution to assist us in to doing good for the community.

Trustee and Staff ONLY Webpages- both pages are now active. Trustees and staff are encouraged to provide feedback and suggestions regarding content.

Glamping Fundraiser-the fundraising committee will meet and discuss the possibility of doing a fundraiser using the local company The Canvas Experience. It would involve setting up glamping tents on the library lawn, having activities and community involvement.

BINGO by the Bottle-the event will take place on Friday, October 27th at 6:30pm. The cost per person will be \$30 if paid by October 13th, \$35 if paid after that date. Clare Carey and Beth Rende will be the emcees once again. Please spread the word.

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

CORRESPONDENCE

OTHER

ADJOURNMENT- Mr. Quigley adjourned the meeting at 8:38 pm.

NEXT MEETING: October 23rd -- 7:00 pm General Meeting