

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
October 23, 2023

Board members present: Phil Brandon, Mark Geisler, Steve Pavlopoulos, Francoise LeGoues, Marie Manner, Kevin Quigley, Chuck Smith, Gina Goodenow, Judi DiLoreto, Tammi Trudel

Also present: Jill Davis, Director

Mr. Quigley called the meeting to order at 7:01 pm.

The Pledge of Allegiance was recited.

The minutes of the September 18, 2023, meeting were approved on a **motion** made by Ms. Manner and seconded by Ms. LeGoues; the motion carried (10-0).

FINANCES – Mrs. Davis

Budget to Date - reviewed and accepted.

Treasurer’s Report - reviewed and accepted. Mrs. Davis requested that the annual appeal, Chen donation and PayPal lines on the Gifts and Endowments report be moved to the general gifts and endowments line. These funds have no specific designation and can be used for any library-related purpose. Doing this will streamline the report.

Miscellaneous Income Report - reviewed and accepted.

Schwab Update-Ms. Goodenow reported on the conversation she and Mrs. Davis had with our Beacon Trust representatives (Maria DiZio and Timothy Kazachkov) regarding Ms. Goodenow’s access to our accounts and the make-up of the sustainability responsible funds which the library is interested in adding to our portfolio. After a discussion it was decided that Ms. Goodenow will reach out to our representatives again and have a deeper discussion. She will report at the November meeting.

Fund Balance-The \$50,000 fund balance from the 2022-2023 FY will be invested in a CD. Mrs. Davis will provide terms and rates to the group via email for a decision to be made at or before the November meeting.

OLD BUSINESS

NEW BUSINESS

Maintenance Grid

The updated maintenance grid was distributed with the board documents. This is a useful tool in determining future capital expenses and completed projects. Mrs. Davis believes the main long-term focus should be the life expectancy of the roof.

Director's Review and Succession Planning Committee

Mr. Quigley requested volunteers for a committee which will be charged with reviewing the director annually and working with Mrs. Davis on the formulation of a succession plan for the director's position. Ms. Manner, Ms. Trudel and Ms. LeGoues agreed to take part on this committee. Mr. Quigley will reach out to them with additional information.

A **motion** to accept the formation of a committee to review the director and work on succession planning was made by Ms. LeGoues and seconded by Ms. Manner; the motion carried (10-0).

Programming Policy

There has been an issue with patrons registering for programs and then not attending. This causes the library to run (and pay for) programs that might have been cancelled due to low attendance or waiting list participants could have attended. Mrs. Davis and Mr. Brandon were working on a way to let patrons know that this is becoming a challenge. The library will be migrating to new software for registering for programs which is more customizable with the ability to allow the patrons to unregister without having to contact the library. This software should be in place by the end of November and Mrs. Davis will report on the results at a future meeting.

Holidays and Board Dates 2024

The 2024 board meeting dates and holidays were included in the board documents. A **motion** to accept the 2024 Board Meeting Dates was made by Mr. Pavlopoulos and seconded by Ms. DiLoreto; motion carried unanimously (10-0). A **motion** to accept the 2024 Holidays was made by Ms. Trudel and seconded by Ms. Manner; motion carried unanimously (10-0).

Executive Session

Called: 8:10 pm by Ms. Trudel and seconded by Mr. Pavlopoulos

Compensation

Adjourned: 8:30 pm by Mr. Quigley and seconded by Ms. Trudel

DIRECTOR'S REPORT

Whistle-Blower Violations Report (April-September-January)

Social Media Stats (February-June-**October**)-included in board documents

Long Range Plan Review (October-March)

BINGO by the Bottle-the event is currently sold out with 70 participants. We are looking forward to another fun and successful event.

SLA Explanation-the document explaining the basis for the WLS IT charges was included in the board documents. Mrs. Davis is happy to answer any questions.

New Patron Counter-there will be a new counter installed at the library entrance. The counter uses newer technology and will provide important data on occupancy. It will aid in future decisions concerning library hours, staffing, etc.

Roof Leaks Repaired- the two persistent leaks in the roof have been repaired. Mrs. Davis will now focus on getting the ceiling tiles replaced. We will need to have a portable lift brought in due to the height of the ceiling.

Carpet Cleaning-all carpets and furniture will be cleaned on Veteran's Day.

DEPARTMENT REPORTS (January, May, September)

CORRESPONDENCE

OTHER

- Children's Librarian Linda Puskar resigned her position in late September.
- Any board member who would like access to the Koios dashboard should let Mrs. Davis know so log on credentials can be arranged.

ADJOURNMENT- Mr. Quigley adjourned the meeting at 8:31 pm.

NEXT MEETING: November 20th -- 7:00 pm General Meeting