

**HENDRICK HUDSON FREE LIBRARY**  
**Board of Trustees Meeting**  
**November 20, 2023**

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

**Also present:** Jill Davis, Director

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

The Pledge of Allegiance was recited.

**The minutes of the October 23, 2023, meeting** were approved on a **motion** made by Ms. LeGoues and seconded by Ms. Manner; the motion carried (10-0).

**FINANCES – Mrs. Davis**

**Budget to Date** - reviewed and accepted.

**Treasurer's Report** - reviewed and accepted.

**Miscellaneous Income Report** - reviewed and accepted.

**Schwab Update**-Ms. Goodenow reported that she will be setting up a call with Maria DiZio from Beacon Trust to discuss the questions brought up by the board at the October meeting concerning investing in sustainably responsible companies as part of our portfolio.

**Fund Balance--** A **motion** was made by Ms. Goodenow and seconded by Ms. Manner to transfer \$50,000 from the 2022-2023 fund balance to a 12-month CD at TD Bank with an interest rate of 5.00%; the motion passed (10-0).

**OLD BUSINESS**

**Job Descriptions**

The job description for Administrative Assistant was updated and two new positions, IT Coordinator and Administrative Manager were added to the Job Description Manual. These updates were included in the board documents. Mrs. Davis asked if there were any questions on documents.

A **motion** was made by Ms. Manner and seconded by Ms. DiLoreto to accept the addition of the following positions Administrative Manager and IT Coordinator to the Job Descriptions Manual; the motion passed (10-0).

**Executive Session**

Called: 7:30 pm by Mr. Quigley

**Subject: Compensation- Including Starting Salary Review**

A **motion** was made by Mr. Brandon and seconded by Ms. LeGoues to promote Katie Caracci to Administrative Manager, at a the agreed upon salary, beginning January 1, 2024, motion passed (10-0).

Adjourned: 7:45 pm by Mr. Quigley

## **NEW BUSINESS**

### **Director's Review and Succession Planning Committee**

Ms. LeGoues updated the board on the progress of the committee. They have reviewed the Handbook for New Public Library Directors in New York State that was produced by Rebekkah Smith Aldrich and decided that it is a good document that can be annotated with specifics for the Hendrick Hudson Free Library. The committee will work on gathering the library's specific additional information while they await the updated version which is due out in early 2024. Mrs. Davis sent the committee sample Director reviews, and the committee has chosen one that they feel is appropriate. Mrs. Davis will complete the review as a self-evaluation on or about January 1, 2024, so that the committee can then review.

### **Trivia Night**

A fundraising trivia night has been scheduled for Friday, February 9, 2024. The event will run similarly to the Bingo events of the past. The proceeds will be designated for supporting our sustainability initiatives. More information to come.

### **Change in the cleaning team**

To better serve the library's cleaning needs Mrs. Davis requested a meeting with our Vanguard representative to discuss changing the single person cleaner to a team of two. The expected tasks were reviewed and are being evaluated daily. Mrs. Davis indicated that she is considering interviewing part-time custodians, if candidates can be found. Ms. LeGoues indicated she might have a contact who can assist.

## **DIRECTOR'S REPORT**

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

**Social Media Stats** (February-June-October)

**Long Range Plan Review** (October-March)

**BINGO by the Bottle**-the event was a success raising approximately \$2,900.

**New Patron Counter**-has been installed and gives us the ability to better evaluate busy vs non busy times and to make staff and hours adjustments as needed.

**Carpet Cleaning**-all carpets and furniture were cleaned on Veteran's Day.

**Sewer Backup**-the sewer line backed-up into the library mechanical room (11-9-2023-- 8 pm). Cook's emergency service was called and responded the next day to clean out the lines. As part of our maintenance schedule the lines were cleaned out in March, but there is an issue in the pipe that extends from the library driveway to the main sewer connection. Mrs. Davis is working with a recommended company to get the issue identified and repaired. Mrs. Davis and Mrs. Kolesar cleaned the mechanical room floor so that the library could open with only an hour's delay on Friday.

**Patron Incident**- a patron tripped and fell on the sidewalk injuring his nose. An ambulance was called, and an incident report was filed. Staff took appropriate steps to clean up the blood. The patron was back in the building the next day.

**Tuttle Property-** Mrs. Davis once again reached out to Ms. Luptowski to see if she had given any additional thought to what she might be doing with the property that is adjacent to the library parking lot. Ms. Luptowski will be visiting in January and will stop by to see Mrs. Davis. The library is interested in purchasing the property for future use and has been keeping in touch with Ms. Luptowski over the last 10 years.

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

**CORRESPONDENCE**

**OTHER**

- The library began accepting K-cups for recycling. The program is very popular but costly. Mrs. Davis will investigate ways to get financial support from local businesses and government agencies.

**ADJOURNMENT-** Mr. Quigley adjourned the meeting at 8:34 pm.

**NEXT MEETING: January 22<sup>nd</sup> -- 7:00 pm General Meeting**