

HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting-via Zoom January 22, 2024

Board members present: Philip Brandon, Tammi Trudel, Marie Manner, Kevin Quigley, Francoise LeGoues, Gina Goodenow, Charles Smith, Judi DeLoreto, Steve Pavlopoulos

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 November 20, 2023 meeting were approved on a **motion** made by Ms. LeGoues and seconded by Ms. Manner; the motion carried (9-0).

FINANCES – Mrs. Davis

Budget to Date - reviewed and accepted

Treasurer's Report - reviewed and accepted.

Miscellaneous Income Report - reviewed and accepted

Schwab Account Review – Ms. Goodenow followed up with our Schwab representatives regarding adding some sustainably responsible funds to our portfolio. She had some additional questions. They reviewed what that change would look like with regard to the library's returns and discussed that many of the bigger companies are moving towards some more responsible initiatives. For now, we will leave our portfolio as is.

February CD - A **motion** was made by Ms. Goodenow and seconded by Ms. DiLoreto to re-invest the \$100,000 CD which matures on February 8th into another CD at a competitive rate, at a term not to exceed 24 months, as determined by Mrs. Davis and Mrs. Goodenow; the motion passed (9-0).

Bitcoin Donation – Before accepting a donation of Bitcoin the board would like a policy to be developed and approved. Ms. Goodenow will research what other non-profits are doing regarding non-traditional donations and bring her suggestions to the full board at the February meeting.

OLD BUSINESS

Fundraising-Trivia Night

Trivia night will be held Friday, February 9th. Mrs. Davis asked for assistance in securing gift certificates for prizes, 2nd and 3rd place prizes are needed. Mark Hiltzley, who owns My Four Sons Home Delivery, has donated gift certificates for the 1st place prize. We will also need more wine and beer. Mrs. Davis will send a follow up email indicating what we have remaining from past events. She asked that board members spread the word about the event.

Long Range Plan Committee

The committee will need to meet again to review the changes already suggested for the 2025-2030 Long Range Plan and finalize the plan. Mrs. Davis will contact the committee members to set up a meeting.

New Director's Handbook

The New Directors Handbook for HHF is close to completion. Once the 2024 version is released Mrs. Davis will make notations in the handbook directing the reader to the UBS drive containing HHF specific documents. The final piece to be completed is the calendar of monthly tasks which Mrs. Davis hopes to finalize at the end of 2024.

NEW BUSINESS

Starting Salaries 2024-2025

A motion to accept the 2024-2025 Suggested Starting Salaries was made by Mr. Brandon and seconded by Mr. Pavlopoulos; motion carried unanimously (9-0).

Compensation Committee

Mrs. Davis will reach out to the compensation committee members (Mr. Geisler, Mr. Brandon, Ms. Manner and Ms. Trudel) to arrange for the group to meet to begin to review the competitiveness of Hendrick Hudson Free Library salaried employees compared to others in the County.

Custodial Hours

After a discussion of the needs of the staff/building and the effectiveness of the current cleaning service, a motion to approve the hiring of a part-time custodian, working 21 hours a week, at a rate of \$25.00 per hour was made by Ms. LeGoues and seconded by Ms. Manner; motion carried unanimously (9-0).

Elevator Modernization

Currently, the parts to repair the electronics of the elevator (original to the building) are no longer being manufactured. To have some control over the downtime of the elevator (should it break), and to investigate available grant money to fund the project, Mrs. Davis is collecting estimates for the costs associated with modernization of the elevator. She will reach out to Assemblywoman Dana Levenberg's office to see if there is capital funding available for this type of project. This will be a long process and if successful would most likely not take place until the winter of 2024.

2024-2025 Budget

Mrs. Davis presented the board with 4 possible budget scenarios. It appears that even with the use of reserve money, the board will need to vote to override the 2% tax cap to meet the 2024-2025 expenses. A detailed, line-by-line description of how the budgeted income and expense lines were determined was included with the board documents. A final decision will need to be made at the February meeting.

BOE Library Budget Presentation

Mr. Quigley will present the Library's budget, for inclusion on the May 14th ballot, at the March 13th Board of Education meeting (time and place TBD). Mrs. Davis will attend along with any available trustees. Mrs. Davis will provide last year's talking points for Mr. Quigley to review and change accordingly.

DIRECTOR'S REPORT

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

Sewer-Bench-Ceiling Tile Repairs

The required sewer repair took place January 2nd and 3rd. During this time the library had to be closed to the public as there was no water run in the building. To take advantage of this closed time additional needed repairs and painting were accomplished.

Terra Boxes Donations

Mrs. Davis requested assistance from local business to support the mailing costs associated with the K-cup recycling program run by the library. To date, 5 businesses have agreed to help. In return the library will promote these businesses as our monthly sponsor on our social media, website and with signage in the building. It is a very well received program that supports our sustainability efforts.

Con Edison - \$17,500

For many years the library has been a recipient of numerous grants provided by Con Edison. Beginning in 2024, the criteria for these grants changed. This change made it much more competitive and challenging for the library to meet the new criteria. Con Edison graciously gave an unconditional, one-time grant of \$17,500 to the library as a legacy grantee.

Town of Cortlandt 5% Increase

The town granted the request of the 4 contract libraries to increase our funding 5% (\$667,013 to \$700,363) for the services we provide to the unserved area (Lakeland School District) of the Town.

Superintendent Meeting

Mrs. Davis met with the new Superintendent of the Hendrick Hudson School District. We discussed the many current collaborations we have with the district and what future collaborations might look like. It was a successful first meeting.

DEPARTMENT REPORTS (January, May, September) - provided in meeting documents.

CORRESPONDENCE

ADJOURNMENT

Mr. Quigley adjourned the meeting at 8:11 pm.

NEXT MEETING: February 26th, 2024 – 7:00 pm (General Meeting)