

**HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting  
September 23, 2024  
DRAFT**

**Board members present:** Francoise LeGoues, Judi DiLoreto, Kevin Quigley, Tammi Trudel, Gina Goodenow, Phil Brandon, Marie Manner, Charles Smith, Cindy Neff

**Also present:** Jill Davis, Director

**Mr. Quigley called the meeting to order at 7:03 pm.**

The Pledge of Allegiance was recited.

**The minutes of the June 17, 2024, meeting** were approved on a **motion** made by Ms. Neff and seconded by Ms. LeGoues; the motion carried (9-0).

**The minutes of the July 29, 2024, special meeting** were approved on a **motion** made by Ms. Manner and seconded by Mr. Brandon; the motion carried (9-0).

**FINANCES – Mrs. Davis**

**Year End Budget to Date** - reviewed

**2023-2024 Fund Balance** – a **motion** to leave the 2023-2024 fund balance (~\$65,000) in the operating account and possibly invest at a later date was made by Ms. Neff and seconded by Ms. LeGoues; the motion carried (9-0).

**July and August Budget to Date** - reviewed

**Treasurer's Reports** - reviewed

**Miscellaneous Income Reports** – reviewed

**UNFINISHED BUSINESS**

**Referral Sources** – the attached document shows how patrons are discovering library programming and can be used as a source to determine where best to focus our marketing efforts.

**NEW BUSINESS**

**Policy Manual Code of Conduct Update** - tabled to October meeting.

**HOLTEC PILOT Funds** – see attached probable payment schedule/amounts.

**WLS-SLA 2025**

A **motion** to approve the Service Level Agreement between the Hendrick Hudson Free Library and the Westchester Library System for IT services for the calendar year 2025 was made by Mr. Brandon and seconded by Ms. Trudel; motion carried (9-0).

**October 18<sup>th</sup> Fundraiser-Cabaret 185**

Mrs. Davis discussed the plans for a Cabaret fundraiser featuring local Hen Hud performers who have gone on to do professional performances. The evening will consist of a show, appetizers and drinks. Tickets will be \$100.

**Sunrise Solar**

One array of panels are currently not functional. In requesting repair, it was discovered that Sunrise Solar has recently been dissolved. Mrs. Davis is working with the former owners to find another solar company to assist us in getting our panels up and running. Mrs. Davis will review our warranties to see what coverage is still available.

## **DIRECTOR'S REPORT**

**Whistle-Blower Violations Report** (April-~~September~~-January)-none reported.  
**Social Media Stats** (February-June-October)

**Next Trustee Handbook Book Club** session will be held October 15, 5:00 - 6:30PM, the topic is Governance Structure: The Role of Board Officers and Board Committees.

**Girl Scouts Bench** Local Girl Scout troop #1419 has donated a Trex bench to the library as a thank you to the library for allowing them to hold their meetings in our building, and for the enjoyment of the community. The bench is located on the front lawn near our music garden.

**Jill Figarella-New Assistant Superintendent of Business** Mrs. Davis met with Ms. Figarella and Mr. Tromblee (HHSB Superintendent) to discuss the ongoing relationship between the library and the school district.

**EZ Texting App** The library now has an app for emergency texts that need to be sent to the staff and/or board. It will only be used when important and timely information needs to be disseminated.

**Restrooms Update** Completion of the restroom renovations has been delayed after discovering that a portion of the 2<sup>nd</sup> floor tile was the incorrect color. The replacement tile should arrive shortly, and we hope to have the restrooms up and running by the first week of October.

**Kumalo Longworth** Since speaking with Mr. Longworth and presenting him with a letter stating that because he violated our Code of Conduct, he is no longer welcome in the library or on library property he has not returned.

**Elevator Modernization** The Ways and Means Committee has approved the use of the CREST grant for the soft modification of the elevator and the renovation of the staff restroom. Mrs. Davis will begin the process of applying with Assemblywoman Levenberg's office.

**Community Room Repairs** Repairs will be made to the wallpaper in the 2<sup>nd</sup> floor community room. Vinyl guards will be placed on windowsills and corners to protect and prolong the life of the wallpaper.

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

**CORRESPONDENCE**

**ADJOURNMENT-** Mr. Quigley adjourned the meeting at 7:54 pm.

**NEXT MEETING: Monday, October 28, 2024 – 7:00 pm (General Meeting)**