

## **HENDRICK HUDSON FREE LIBRARY - Board of Trustees Meeting October 27, 2025**

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

**Also present:** Jill Davis, Director

**Ms. LeGoues called the meeting to order at 7:00 pm.**

The Pledge of Allegiance was recited.

**The minutes of the September 15<sup>th</sup>, 2025 meeting** were approved on a **motion** made by Ms. Trudel and seconded by Mr. Brandon; the motion carried (9-0).

### **FINANCES – Mrs. Davis**

**Budget to Date** - reviewed.

**Treasurer's Reports** - reviewed.

**Miscellaneous Income Reports** – reviewed.

**CD**— the CD which came due in July has been rolled into an 18-month CD (with Schwab) at 4% and will mature in February 2027.

### **UNFINISHED BUSINESS**

#### **Compensation Committee Meeting**

Ms. LeGoues gave a summary of the committee's discussion which included the data that was reviewed and the reasons the committee supports the proposed new salary schedule.

A **motion** to approve the Personnel Action Form for the 2025-2026 salaries was made by Ms. LeGoues and seconded by Ms. DiLoreto; the motion carried (9-0).

#### **Tree Removal Update**

Mrs. Davis reviewed the tree work that has been completed to date. The permit will be closed in the Spring once new trees have been planted. She will coordinate with the landscaper to ensure we plant native, noninvasive species.

### **NEW BUSINESS**

**The 2026 Board Meeting Dates** were approved on a **motion** made by Mr. Pavlopoulos and seconded by Ms. Trudel; the motion carried (9-0).

**The 2026 Holiday Schedule** was approved on a **motion** made by Mr. Quigley and seconded by Ms. Neff; the motion carried (9-0).

### **Wallpaper**

Mrs. Davis collected 3 estimates for having the remaining original wallpaper in the building replaced. This will include the second-floor hallway from the community room doors, the staff-only door, the stairway to the second floor, the first-floor restroom hallway, the copy area and entrance to the children's room. After reviewing and discussing the three estimates a **motion** to hire Castellanos Paperhanging and Painting was made by Ms. DiLoreto and seconded by Ms. LeGoues; the motion carried (9-0).

### **Hedrick Hudson Lions Club**

Josephine Burns from the Lion's Club indicated that the club would like to donate to the library a device that assists low vision patrons with reading. The Optelec Compact 10HD Speech can enlarge text and has the ability to convert text to speech. She asked Mrs. Davis to write a letter of request to the club, which she did. The club also placed a glasses collection box in the lobby of the library.

### **Carpet Replacement in the Teen Room**

The carpet in the Teen Room will be replaced on November 11<sup>th</sup>. We will be using some of the excess carpet tile inventory from a previous installation, so there will be no materials cost. Diversify will be performing the installation. Mrs. Kolesar will be in the building while the work is being done.

## **DIRECTOR'S REPORT**

### **Broken Front Window**

One of the front windows of the library was broken by a golf ball the weekend of September 20<sup>th</sup>. After some investigating, Mrs. Davis reached out to neighbors to see if they knew anything about what might have happened. It was concluded that the ball most likely came from one of their yards. The cost of replacement is approximately \$5,000 (library deductible is \$5,000). They have indicated that they will be making a donation to the library to help cover the cost.

### **Coachlight Fence**

Fencing that required replacement on the Coachlight side of the building due to the removal of the infested trees was completed.

### **Decorate a Tree Staff Contest**

To promote holiday fun, staff who wish will be competing in a decorate a tree contest. The trees will be displayed in the library during the holidays and patrons can vote for their favorite. The board will be donating gift cards for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place prizes.

### **Carpets Cleaned**

All of the carpeting in the building was cleaned on Saturday, October 11<sup>th</sup>.

**Passport Processing Agency**

A library in Pennsylvania had their certification to be a passport processing agency revoked because of their not-for-profit status. The reasoning from the Department of State Office of Facility Oversight Management and Training stated that not for profits were never supposed to have been added to the program and they are slowly removing them. This has not been an issue with HHFL to date, but Mrs. Davis just wanted the board to be aware. We have been an agency since June 2018.

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

**Social Media Stats** (February-June-**October**)-was posted on Trustee site.

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

**TRUSTEE TRAINING UPDATE** (March, May, September, December)

**CORRESPONDENCE****OTHER**

Mrs. Neff suggested we look into getting a USPS mailbox placed on library property.

**ADJOURNMENT-** Ms. LeGoues adjourned the meeting at 8:00 pm.

**NEXT MEETING: Monday, November 24<sup>th</sup> -7:00 PM General Meeting**