

CROTON FREE LIBRARY

171 Cleveland Drive, Croton-on-Hudson, NY 10520

Phone: (914) 271-6612 | Fax: (914) 271-0931

www.crotonfreelibrary.org

February 12, 2024

FEBURARY BOARD MEETING AGENDA

- **Call to order**
- **Approval of the January 2024 Minutes**
- **Director's Report**
- **Treasurer's Report**
 - Check Register Approval
- **Committee Reports**
- **Old Business**
- **New Business**
 - Organizational Conversation
 - Board Members
 - Officers
 - Committees
 - Annual Meeting
 - Building Plan
- ***Public Comment**
- **Adjourn**

*Members of the public may address the Board of Trustees only during the Public Comment portion of the board meeting and must identify themselves by name when they begin to speak. Comments are limited to no more than three minutes per person. The number of public comments per board meeting may be limited due to time constraints.

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LIBRARY DIRECTOR'S REPORT

MONTHLY NEWS & UPDATES

- First "official" wireless/portable staff terminal installed by WLS
- Bids put out for 2024 lawn maintenance (focus on eco-friendly options)
- Staff Email Migration (Complete)
- Tax Levy (2nd portion)
- Village of Croton Agreement
- Budget and Annual Report will be the focus in February
- Next Trustee Institute – [Library-Municipality Relationships](#) (March 6, 5:30 pm) – [In-person]
- Blood Drive set a record in January 2024. From the organizer, "Congratulations and thank you for hosting a successful Blood Drive! We collected 69 units. The highest number in the last 4 years for Croton Community Blood Drive. Thank you for your time and support towards another life-saving campaign. Once the whole blood donations are divided into its 3 components (red cells, platelets, plasma), they will help save the lives of 179 patients in our local hospitals."

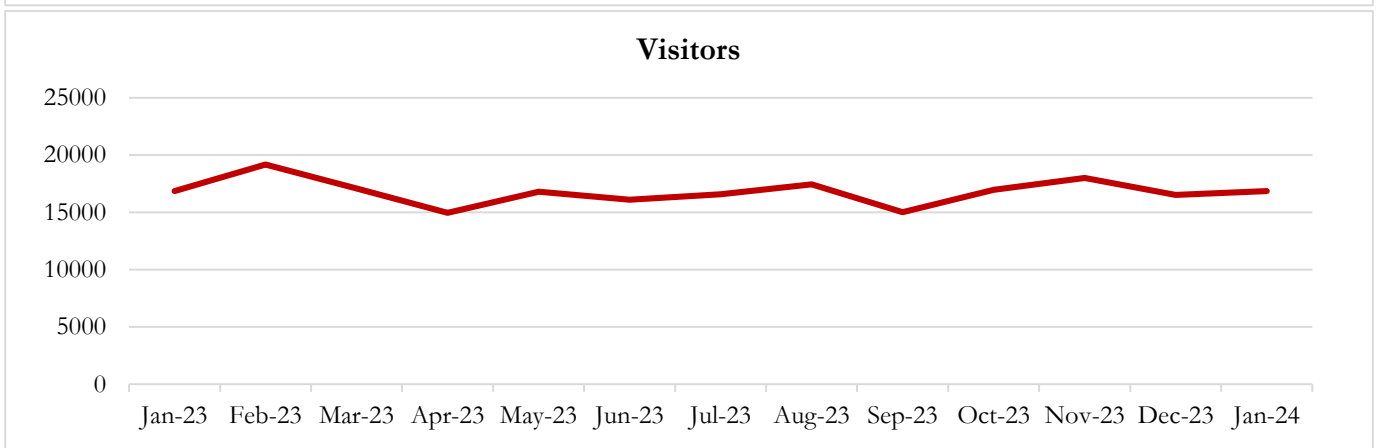
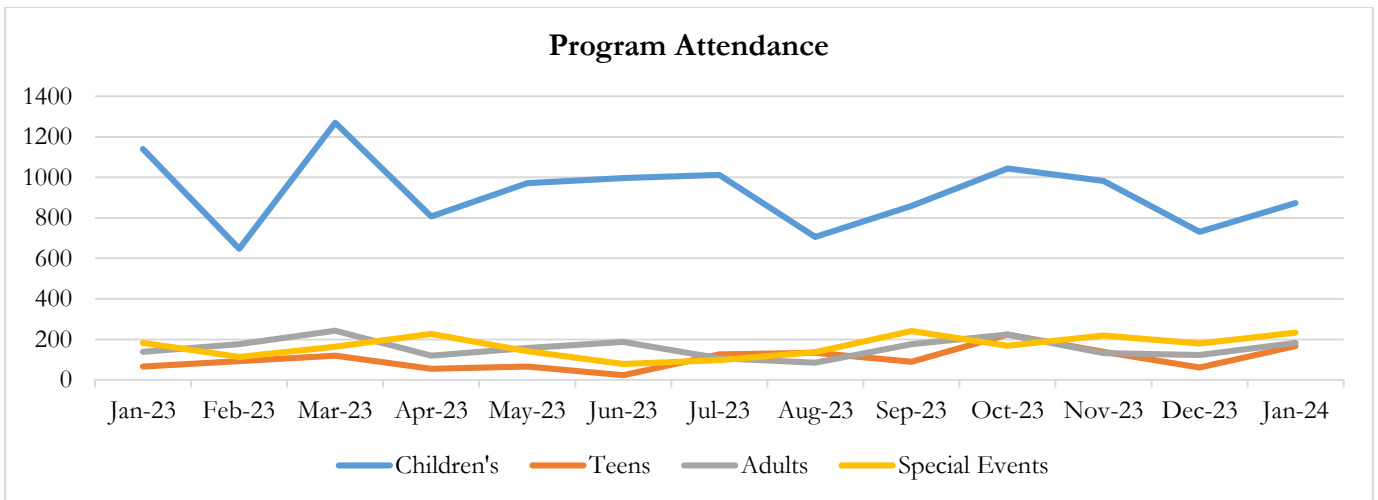
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Patron Services – January 2024

	2024	2023	Change
Visitors	16,838	16,852	0%
Reference Transactions	909	839	8%
Cards Issued	19	34	-44%
Programs			
Children's Attendance	873	1,141	-23%
Teen Attendance	167	66	153%
Adult Attendance	182	138	32%
Special Event Attendance	234	183	28%



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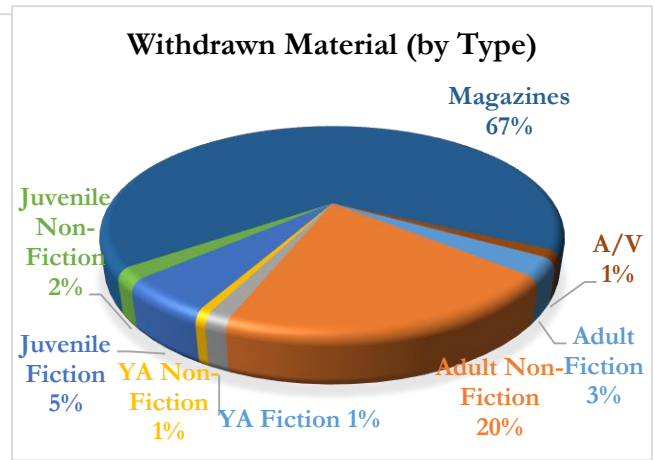
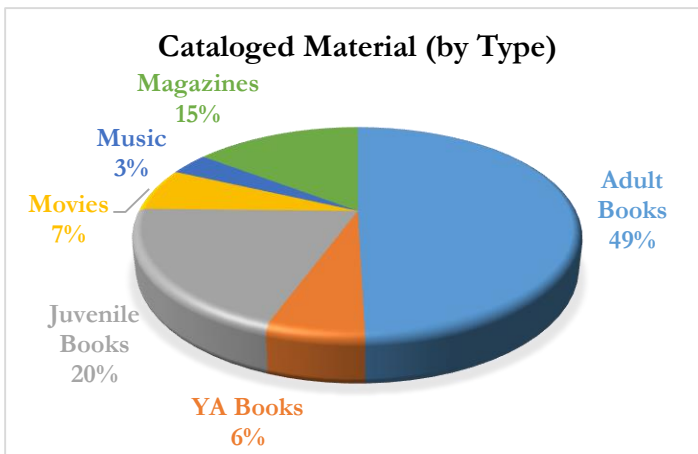
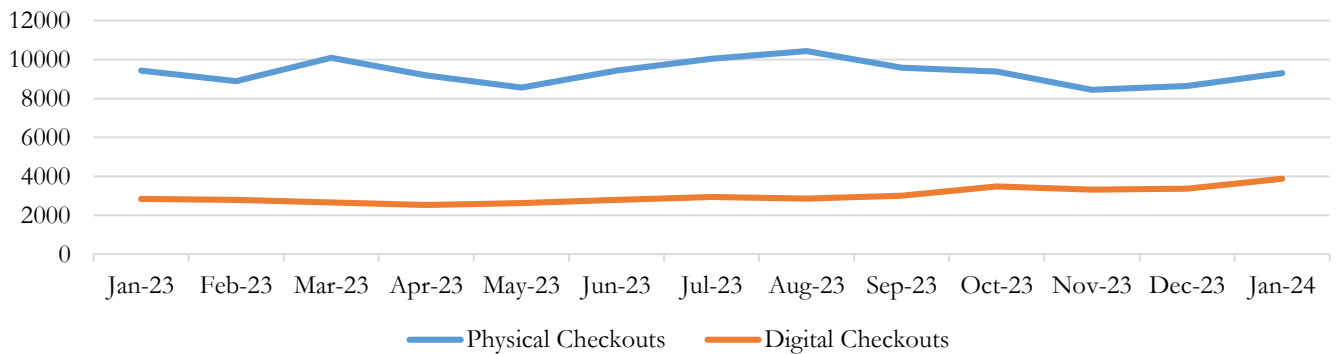
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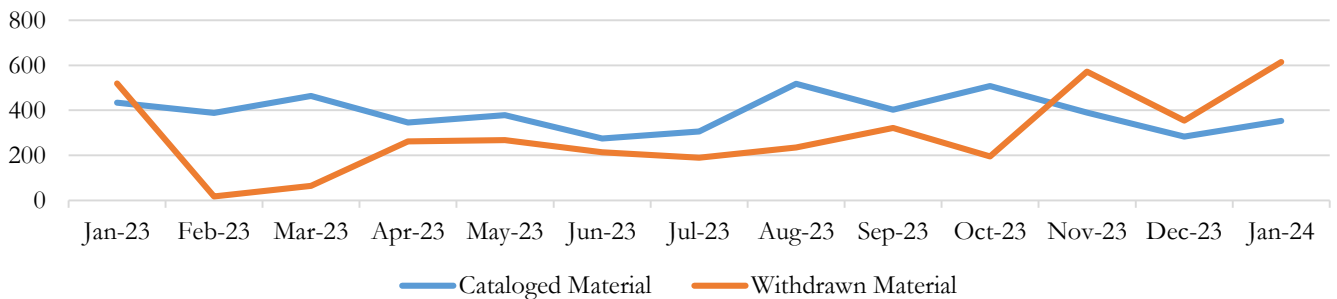
Collection Statistics – January 2024

	2024	2023	Change %
Physical Checkouts	9,299	9,430	-1%
Digital Checkouts	3,875	2,846	36%
Cataloged Material	353	434	-19%
Withdrawn Material	615	519	18%

Circulation



Cataloged Material



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Organizational Conversation

BOARD MEMBERS

- New board member needed to fill out Jane's term (2027)
- Board member terms ending 2024—Susan and Leslie. Both would like to stay for another term
- Board will potentially not change until 2026—no members are up in 2025
- Suggested form for proposed board members—from Marianne
 - <https://pattersonlibrary.org/files/2022/03/trustee-application-packet-03-2022.pdf>

DISCUSSION OF OFFICERS

- **President** I would like to continue another year
 - Proposing a change to the bylaws on one of the president's responsibilities regarding attendance at committee meetings. By-law changing to "May attend all committees" rather than "Must"
- **Vice President**
 - Marianne would like to step aside—she doesn't feel she can take on the president role and is thinking of future officers
 - Looking for someone to step up as VP with the idea that there can be a smooth transition to president
- **Treasurer**
 - Barry would like to step aside as Treasurer
 - We are in very good shape with our reporting, thanks to Jesse and Barry. We have good tracking systems, and outside checks and balances.
 - This is a key position—and very important as we begin the process of renovation
- **Director Review**
 - Create an ad-hoc committee to review the form used for the director review before distributing to the board and then meet to compile and discuss board comments

DISCUSSION OF COMMITTEES

In advance of our annual meeting we need to discuss committees and chairs and possible changes to organization and chairs and a proposed new committee

- **Committee Chairs**
 - Please share a few bullet points about the role of the committee and the time commitment (no more than 5!)
- **Croton Reads**
 - We will have a separate discussion about Croton Reads after the event in April
- **Committee workload**
 - Possibilities of lessening committee loads as the building renovation moves forward

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ANNUAL MEETING

- Set a date

BUILDING PLAN

- Survey
 - Send out a survey to the community NOW, modeled on the Ossining Library survey
 - If you haven't seen the survey, Margaret made a copy and started to tailor it for us. Here is the link
 - https://docs.google.com/document/d/147_uu4c2FiGQMdh6zFZXItRPurIFZ54Ib0vW5aLnOb0/edit?usp=sharing
 - Inform Paul Mays of the plan
 - Reach out to Ossining to ask about their survey—where they are in the process, who wrote it or helped them, any info they might be willing to share
- **Renovation Committee**
 - A proposed new committee, as allowed by the be-laws consisting of community members (2-3) and board members (2-3)
 - How to put out a call for community volunteers and what guidelines to express as transparently as possible
 - This group for example will create (research) timelines, find and vet a lawyer, an insurance agent, and clerk of the works. They will reach out to community leaders and help to begin the process of community outreach
 - A committee “pro tem”—temporary as only needed as the building moves along
 - Everyone watch the Trustee Book club webinar on the building renovation process
 - Fundraising committee specific to the renovation also formed in the same way
- **Building and Grounds**
 - As the building plan hopefully moves forward, this committee will be able to resume its traditional objectives
 - Oversees building and grounds maintenance
 - Plans and implements new initiatives related to the physical plant