

Croton Free Library
Board Meeting Minutes
June 12, 2023

PRESENT:

Trustees: Susan Ranis (24), Leslie Ellis (24), Lynn Kauderer (28), Barry Feinberg (28), Jane Beller (27), Mayla Hsu (26), Margaret Mahoney (26), Marianne Merola (27), Justin Johnson (28), Adam Decker (28)

Library Director: Jesse Bourdon

ABSENT:

Laura Stelman Jaeger (26)

CALL TO ORDER

The meeting was called to order at 7:30 pm.

APPROVAL OF MAY 2023 MINUTES

May 2023 minutes were voted on and approved.

DIRECTOR'S REPORT

- Patron Services

Statistics for the month of May 2023 were presented. The Director noted that Hoopla checkouts had increased significantly, perhaps reflecting the public's increasing comfort with using digital services. Otherwise, there was nothing unusual or concerning.

- State Assembly Grant Submission

Requests for grant applications from NY State often come with a very short deadline. We recently received such a request from Rep. Dana Levenberg, and Gwen Glazer is preparing a submission for a grant of \$15,000-\$20,000 to be used to improve our creative space. We are hoping for the best.

- Shelf Life

Our Shelf Life publication was completed on May 26 and this completes all of our annual reporting obligations.

- Summerfest

Summerfest was a great success again this year. As in previous years, our free tattoos were very popular and attracted lots of traffic to our table. A suggestion was made to have adult and children's Summer Events Calendars ready to distribute next year. Thanks to everyone who helped out.

- New Camera System

After careful research into the best and most reasonably priced cameras, as well as consultation with our security contractor, we will be installing a new security camera system this summer. These cameras will be aimed at all entrances, as well as other locations, and can be easily taken down and reinstalled if necessary due to any future renovation.

- Planning for First Aid Training

Using funds we received previously, we have begun planning for a program of first aid training for staff members. We hope to be able to provide instruction on CPR, NARCAN administration, and the use of a defibrillator, which we plan to purchase. Details are being worked out.

- August availability

The Director plans to be away for two weeks during the month of August

TREASURER'S REPORT:

- Check Register Approval

The Monthly Check Register for May was presented. We now have a new operating account at Chase bank, but the old account at Wells Fargo is still active and will remain so for at least a year to accommodate any unanticipated deposits or expenses. Transactions from both accounts were approved by the full Board following review by the Finance Committee.

- Monthly Budget Performance Report

The Monthly Budget Report was presented by the Treasurer. We continue to operate very much on budget with YTD total expenditures very close to YTD Budget amounts. This year we have slightly higher expenditures than budgeted but that has been balanced by slightly higher than anticipated income from various donations and grants. Kudos to those responsible for our budgeting.

COMMITTEE REPORTS:

- Finance Committee:

The Committee continues to meet prior to the monthly Board meeting to review financial documents. Its recommendations and reports continue to be presented to the Board as part of the Treasurer's report.

- Croton Reads

We are pleased to announce that much progress has been made already in our planning for next year's Croton Reads. We have been in contact with an outstanding author who has written several popular books and has agreed to come to Croton to participate in discussing her book. The Board discussed funding for the event, particularly regarding compensation for the author. With that in mind, the Board voted on, and approved, an initial budget of \$500 for the event. One abstention was registered by Trustee Marianne Merola as her employer currently represents the author.

- Buildings and Grounds

Paul Mays, of Butler Rowland Mays, will be meeting with staff and department heads this summer as part of the needs assessment process for the Library's reconfiguration. Unfortunately, a scheduled visit had to be cancelled, but will be rescheduled soon. Outreach to the community will begin in the Fall.

- Arts Committee

Our current display is by Roya Zarrehpahvar and will continue through the end of June. Unfortunately, some minor damage occurred to one of the artist's works during the Book and Bake sale. Discussion was held concerning policies for dealing with art during future B & B events.

- Fundraising Committee

This year's Book and Bake sale was a tremendous success and raised a total of \$10,655.25, which is the largest amount for a Spring sale since 2018. It also topped our totals for several recent fall B & B sales which typically raise more than in the spring. Our new set up procedure went smoothly and we had more tables which also helped. Discussion was held concerning new ideas for publicizing the event in the future.

A special tribute was given to Art Almeida in the form of a gift certificate. He has volunteered many hours of his time assisting in the successful running of the sale over many years.

Planning for next year's Annual Appeal has begun. In light of the problems encountered with Post Office delivery last year, new ways of reaching out the public were discussed, including the use of social media. We are also interested in finding better ways to let people know exactly how their donations are being used. It was noted that we can expect some help on this from the Paul Mays firm.

The Committee will be meeting again on June 27, at 7:00.

- Long-Range Planning

With help from our pro bono attorney, a generic handbook provided to us from ADP, and our trustees Marianne Merola and former trustee Adora Lam, the Committee has been hard at work compiling several documents to create an Employee Handbook, a CFL Policy Manual and a

Trustee Handbook. These documents overlap in several instances, and it has not been an easy task.

Several questions which arose during the subsequent discussion make clear that there is still more to be done. The Committee will be meeting again on Tuesday, June 20, at 7:00.

- New Items to include in Long-Range Plan and/or Annual Appeal

- It was suggested that the Library use more social media platforms to publicize fundraising events and to inform the public on how these funds are being spent.

OLD BUSINESS

- Migrating to New Board Emails

All Trustees are encouraged to complete setting up their new individual email accounts at the Library. Please contact the Director if you have any questions.

- Whistleblower/Conflict of Interest Forms

Please be sure to read and sign the Whistleblower/Conflict of Interest Form

NEW BUSINESS

- Board/Staff Meet and Greet

The suggestion to plan a Board/Staff meet and greet was met with general approval. Details will need to be worked out in the future.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:16

Respectfully submitted by Lynn Kauderer
Secretary