

**Croton Free Library**  
Board Meeting Minutes  
November 13, 2023

**PRESENT:**

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

Library Director: Jesse Bourdon

**CALL TO ORDER**

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

**APPROVAL OF OCTOBER 2023 MINUTES**

October 2023 minutes were voted on and approved.

**DIRECTOR'S REPORT**

- Collection Statistics and Patron Services

Collection statistics for the month of October 2023 were presented. Physical and Digital checkout statistics remain positive as compared to last year. As a part of the ongoing effort by the Library to weed its collection, the Director's report is also tracking the amount of new cataloged material added to our collection as well as the amount withdrawn. These numbers are further broken down by type presented in pie charts.

Patron Services all show increases over last year. New cards issued last month is largely due to the annual tour of the Library conducted for the 5<sup>th</sup> grade students. Teen attendance rose by 190% largely due to interest in the Battle of the Books.

- Property Damage Update

After an unexplained delay, we have received the Police Report regarding the damage to the parking lot curb which occurred on October 5. Estimates for damage repair and the police report have been forwarded to our insurer.

- Audit Report

We have received today a draft of our Annual Audit Report. This will be reviewed and should be available for final approval by the Board at next month's meeting. All Trustees will be

receiving copies in advance by email. In addition, we have requested an extension which will give us time to complete the process.

- Battle of the Books

Battle of the Books was well attended and was a great success with CFL sending two teams to the event. Special thanks to the Fundraising Committee for providing the financing to make this happen.

- Narcan Training

In affiliation with the Village, and with the support of Rep. Peter Harckham, the Library will be hosting a Narcan Training program in December for the public and staff. Using funds from a previously received grant, we are still planning to offer a safety course in the future to teach staff such skills as CPR and use of defibrillators, but we will now be able to conduct this course without covering the use of Narcan.

- Lawncare

We have received complaints about the use of gas-powered leaf blowers and mulching protocols when maintaining the Library's grounds. It is our goal to operate with as little environmental pollution as possible within our budget. With that in mind, we have been in consultation with the Croton Conservation Advisory Committee and will be exploring a list of alternative service providers for next year.

- River View Jazz Concert Series

In conjunction with the village's Arts and Humanities Advisory Committee we have presented the first of four concerts offered in tribute to the late Manny Albam, a long-time Mount Airy resident, a renowned trombonist, arranger, and director of the BMI Composer's Workshop. November 12 featured Bill Crow and friends.

- Monthly Blood Drives

As a result of the success of previous Blood drives held at the Library by the New York Blood Center, we will now be sponsoring monthly blood drive events in the Ottinger Room. We are proud to be able to add this to the list of services we offer the community.

- Native American Heritage Month

We have set up a display in the Library in recognition of Native American Heritage Month. In the future we are hoping to significantly expand the information presented.

- Room Use Request

Recently, the Director made the decision to deny a request for use of the Ottinger room based on the Library's policy to not allow any gathering that might reasonably be expected to lead to undue stress or harm to the Library or staff.

### **TREASURER'S REPORT:**

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

- Check Register Approval

The Monthly Check Register for October was presented. The Register was approved by the full Board following review by the Finance Committee.

- Budget Performance Report

Looking at the Profit and Loss report for the first third of the fiscal year, we see that we are right on target with total expenses at 35.3% of the budgeted amount for the year. Outlying figures include Operations and Maintenance which are at 62.4% of budgeted totals due to the necessity to play many O and M providers at the beginning of the fiscal year, but these have been balanced by the deposit of the first half of our annual tax levy income. We have paid the second of three installments on our account with Paul Mays for his consultation services with regard to the possible redesign of the Library.

- Audit Report

We are continuing to work with the accountant and Sid Franks to review the Audit report draft and prepare it for voting by the Board at the next meeting.

### **COMMITTEE REPORTS:**

- Finance Committee:

See Treasurer's Report

- Croton Reads

Croton Reads 2024 will be held on Saturday evening April 6, with a rain date of Sunday afternoon April 7th. There will be a satellite event to be held beforehand on Friday evening March 15, with a rain date of Saturday evening March 16. The committee is busy planning the events and will announce all the details in January.

- Buildings and Grounds

Paul Mays, of Butler Rowland Mays, met with Library staff to present his design plans and to gather their input. One concern is the amount of shelf space included in their design, which may

need to be expanded in order to accommodate our collection. Other issues include better handicapped access at the main entrance and the addition of an awning.

Discussion has begun on establishing a policy for unsolicited donations from patrons. Specifically, it may be necessary to establish that donations for physical structures such as benches, plaques, gardens, etc., cannot be guaranteed to be permanent.

- Arts Committee

A display of photographic art by Ron Hershey has been hung and will remain up until the end of December. A reception for him will be held on Sunday, December 3, from 2:00 to 4:00. The artist is aware of, and has agreed to having a few of his photographs taken down during the Book and Bake sale.

- Fundraising Committee

The Annual Appeal has gone out and was received by most of the members of the Board. A few donations have already been received.

The Book and Bake sale is this weekend, November 18-19, and flyers have been distributed. Please be sure to put out your signs advertising the sale and talk to your friends. We welcome all baked goods and have commitments for donations from four different bakeries in town. Volunteers know their assignments and we look forward to seeing everyone there.

The Board voted on, and unanimously approved, the allocation of \$1000 from the fundraising account to be used for the Library staff to arrange a holiday party.

- Long-Range Planning

The Committee continues to work on updating and revising a variety of documents. New issues which we will be addressing are devising policies which cover patron conduct, unsupervised children, and video recording in the Library.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

There was no new business.

## **PUBLIC COMMENT**

There was no public comment.

The meeting was adjourned at 9:13

Respectfully submitted by Lynn Kauderer

Secretary