

Croton Free Library
Board Meeting Minutes
December 11, 2023

PRESENT:

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

Library Director: Jesse Bourdon

ABSENT: Mayla Hsu (26), Jane Beller (27)

CALL TO ORDER

The meeting was called to order at 7:36 pm.

APPROVAL OF NOVEMBER 2023 MINUTES

November 2023 minutes were voted on and approved.

DIRECTOR'S REPORT

- Collection Statistics and Patron Services

Collection statistics for the month of November 2023 were presented.

We are continuing to weed our collection as we anticipate a decrease in shelf space due to our renovation plans. This will be helped by the increasing trend in digital checkouts. The Director explained to the Board the many considerations involved in the weeding process.

- Audit Report Update

The Annual Audit is under review. See Treasurer's Report below.

- Stormwater System Update

The Director has only recently been made aware that five underground water tanks are located at the bottom of the parking lot and are intended to collect excess water to prevent flooding at the Bari Manor Apartments which sit below Library property. The new owners have requested verification that the tanks are in good condition and working as designed. We have dug up one of the tanks, which was in need of cleaning out, and it is clear that we will have to sequentially check the others to determine their condition. We are investigating the best way to have this accomplished. In the future these tanks will have to be inspected by us biannually.

- Curb Replacement Update

We have received an acknowledgement of our claim from the insurance company of the driver who caused the damage to the parking lot curb.

- Trustee Handbooks

The new 2023 Edition of the Handbook for Library Trustees of New York State was distributed to all members of the Board.

- Fundraising Opportunity: Bookpage Subscription

Every month the Library receives about 100 copies of Bookpage, a listing of recommended books from the American Booksellers Association. These are available to patrons for free in the Library. The Director is suggesting that this service could also be highlighted in the next fundraising newsletter.

- Children's Book Pop-up Sale

After the recent Book 'n Bake sale we set aside 15- 20 boxes of children's books and have set up a pop-up sale in the Creative Space. Payment for books selected is optional. Any funds collected will be donated to the Library. This sale will be going on from December 14 – 23.

- Magazine Subscription on Website

We have recently added to the website a list of magazines subscribed to by the Library.

- New Temporary Position Open

To cover a maternity leave, we are looking for a temporary part-time Library Assistant to work on Monday, Tuesday and Thursday evenings. The Library pays \$16 per hour for this position.

- New Vinyl Display at the Library

We have completed an improved display of vinyl records available through the Library in response to their recent increase in popularity,

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 November was presented. The Register was approved by the full Board following review by the Finance Committee.

- Budget Performance Report

Again, we are right on target with total expenses at 42.5% of the budgeted amount with 42% of the fiscal year completed. We welcome the nearly \$18,000 donation from the Fundraising committee, \$4300 of which was used for the recent annual purchase of museum passes

- Audit Report

We are continuing to work with the accountant and Sid Franks and a review of the first draft has been completed. Edits have been suggested and a corrected version should be available for January approval by the Board.

- Vanguard/Chase Link Established

We have successfully set up an electronic banking link between our operating accounts at Chase and our Vanguard/Chase investment accounts and will be moving the bulk of our cash assets into these accounts after the Audit Report is completed.

- Amount to Transfer monthly

Our next step is to determine the amount of money to transfer monthly from our interest-bearing Vanguard money market account into our Chase operating account, in order to make best use of our cash assets. At the moment we believe it will be in the \$80,000 range. The Director and other financial officers of the Board must also complete the process of getting access to these accounts.

- Financial Policy Write Up

We are working to update our official Financial Policy Statement. We have been studying the “Financial Controls Policy and Investment Guide” put out by the Hendrick Hudson Library and plan to create a similar, although simplified, one to provide continuity and transparency for future financial planning.

- Closing Tax Set-Aside moved to Capital Account

Several years ago the Library set aside \$45,000 in anticipation of a possible tax lien which never materialized. As this is no longer needed, the funds have been moved to our general capital account.

COMMITTEE REPORTS:

- Finance Committee:

See Treasurer’s Report

- Croton Reads

. The committee is busy planning the events and will announce all the details in January.

- Buildings and Grounds

The Director has completed his study and shared with Paul Mays his approximation of our current collection's shelf space requirements, or "blueprint". When PM completes their preliminary plans, he anticipates that PM will request that we significantly reduce the size of this blueprint, hence the need for continued weeding of our collection.

- Overcharges

We have settled our differences with our previous janitorial supply company after determining that they overcharged us by approximately \$3000. We will no longer be using their services.

- New Thermostats

We have successfully installed new automatic thermostats in the Main, Childrens' and Ottinger Rooms.

- Security Cameras

We received a grant for purchase of upgraded security cameras in May, 2023, and subsequently contracted with EIPS for the cameras. They have been slow to complete the installation and, after complaint, they have assured us they will be delivered soon. We await the result.

- Arts Committee

A reception for our current photographic exhibit by Ron Hershey was very well attended. This show will continue until December 28 followed by a new exhibit which will be hung on December 30.

- Fundraising Committee

The Book and Bake sale was a tremendous success. We had the largest "early bird" attendance ever and netted approximately \$9000 on Saturday alone. The final total for the sale was over \$10,000.

The Annual Appeal letter has already resulted in \$2000 more in donations than last year and from only 156 donors. Last year's donor count was 196 so we anticipate more will be forthcoming. We will be sending out a follow up reminder postcard mid-January.

- Long-Range Planning

The Committee will be meeting next week to continue their work updating and revising a variety of documents.

OLD BUSINESS

Board members are reminded to report their required two hours of Trustee Training.

NEW BUSINESS

The Board voted on and unanimously approved a motion to give a gift of \$150 to Art Almeida in gratitude for his help with our semi-annual Book 'n Bake sales.

PUBLIC COMMENT

There was no public comment.

The meeting was adjourned at 9:50

Respectfully submitted by Lynn Kauderer
Secretary