

Croton Free Library
Board Meeting Minutes
January 8, 2024

PRESENT:

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

Library Director: Jesse Bourdon

ABSENT: Jane Beller (27), Margaret Mahoney (26),

CALL TO ORDER

The meeting was called to order at 7:31 pm.

APPROVAL OF DECEMBER 2023 MINUTES

December 2023 minutes were voted on and approved.

DIRECTOR'S REPORT

- Collection Statistics and Patron Services

Collection statistics for the month of December 2023 were presented. The Director highlighted the trend of increasing digital checkouts with a corresponding slight decrease in physical checkouts. Selecting categories of books to be weeded out in response, as well as an overall need to reduce our shelf space, continues to be a challenge.

- Curb Replacement Update

We have received a check from the insurance company of the driver who caused the damage to the parking lot curb. Reconstruction will begin soon.

- Children's Book Pop-up Sale

The sale was quite successful and netted around \$600 with approximately 30% of our available children's books sold/taken. However, this project involved a great deal of labor. and we may not be repeating it.

- December 18 Naloxone Training

This was a very successful event with approximately 30-40 people receiving training. It was sponsored in association with the Village and NY State Sen. Peter Harckham who was in attendance. The event was not a staff requirement and the Director is considering ways to provide this training for those who did not attend.

- New Temporary Position Open

Interviews have begun with candidates for the temporary part-time position available during the upcoming maternity leave of the Children's Librarian.

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 December was presented. The Treasurer highlighted the transfer of \$275,000 from the Chase Operating Account into our Vanguard investment account in order to have these funds working for us rather than sitting in a low-interest checking account. We have also set up an automatic monthly transfer of \$82,500 back into the operating account to cover anticipated monthly expenses. This amount can be changed if necessary. In addition, we have paid the last of our contractual obligations to the Paul Mays architects.

The Check Register was voted on and approved by the full Board following review by the Finance Committee.

- Budget Performance Report

Again, we are right on target with total expenses at 51.4% of the budgeted amount with 50% of the fiscal year completed. Technology expenses are currently low, as we are awaiting a large bill from WLS. Museum passes and periodicals (covered by funds received from the Fundraising Committee) as well as Operations/Maintenance are above projected as they annual up-front expenses. We are working with our accountant to set up better accounting procedures for dealing with funds from our Fundraising Committee.

- Audit Report

We anticipate that the Annual Audit Report will be available for approval by the Board at next month's meeting.

COMMITTEE REPORTS:

- Finance Committee:

See Treasurer's Report

- Croton Reads

Promotional materials for the event have been designed and will be sent to the printer shortly. These include flyers, large posters and bookmarks. Tickets will go on sale on March 15 and 15 copies of the book are on order. Planning for the public announcement will be completed at the next meeting of the committee.

- Buildings and Grounds

Several committee members viewed a recent webinar covering the topic of library renovation projects. Takeaways from the program include the possible need for us to hire a project manager to interface with Paul Mays, and a lawyer with library experience to deal with contracts. We also must to keep in mind that we want to be as environmentally friendly and future-facing as possible in our planning. The next meeting of the committee will be on January 18.

- Arts Committee

Our current artist is Gabriella Mirabelli whose canvases will remain up until the end of February. A reception for the will be held on Saturday, January 13 from 2:00-4:00.

- Fundraising Committee

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.

- 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

There was no new business.

PUBLIC COMMENT

There was no public comment.

The meeting was adjourned at 8:58

Respectfully submitted by Lynn Kauderer
Secretary