

# Board Meeting Minutes

## Croton Free Library

June 17, 2024

Minutes of the June 2024 Board Meeting of the Croton Free Library, held on Monday, June 17, 2024 at Hendrick Hudson Free Library, 185 Kings Ferry Rd #1236, Montrose, NY 10548. The board meeting was followed by an informal, informational joint meeting of the boards of the Croton Free Library and Hendrick Hudson Free Library.

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### **PRESENT**

#### Library Board of Trustees:

Susan Ranis, *President* (29)  
Barry Feinberg, *Treasurer* (28)  
Bethany Basile (27)  
Adam Decker (28)  
Leslie Ellis (29)  
Kate Fabian (28)  
Mayla Hsu (26)  
Marianne Merola (27)  
Laura Jaeger (26)  
Margaret Mahoney (26)

Library Director: Jesse Bourdon

### **ABSENT**

Justin Johnson, *Vice-President* (28)

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### **CALL TO ORDER**

The meeting was called to order at 6:04pm.

### **APPROVAL OF MAY 2024 BOARD MEETING MINUTES**

A motion was made to adjust the May 2024 meeting meetings as follows:

- Margaret Mahoney asked for a clarifying adjustment to the second motion on page 3: “Full time advisory position” be adjusted to “Full time supervisor position”
- Marianne Merola asked to update the active dates for board members Susan Ranis and Leslie Ellis in the rollcall to show (29) instead of (24), as they were re-elected for another five years.
- Marianne Merola asked to update the link on page 6 for the 2024/2025 CFL Committee Assignments so they show the finalized updated committee list (instead of the working document).

With these adjustments made, upon motion duly made and seconded, the [minutes of the May 2024 Board Meeting](#) held on May 13, 2024 having been distributed in advance of the meeting and their reading having been dispensed with, were unanimously approved.

Laura Jaeger as secretary will amend the May minutes and will email them to Jesse for uploading to the Library website.

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## **DIRECTOR'S REPORT**

### **May Staff meeting**

Jesse thanked the several board members who attended for joining the staff meeting on May 20 at the Croton Free Library. It was a great opportunity for everyone to meet each other and hear more about the staff-related updates, issues and concerns.

### **Collection Statistics and Patron Services**

We have a net decrease of books on the shelves; the books we are adding are less than the books that we are weeding.

The increase of attendance at programs is cumulatively over 300% from last year. A hearty thanks goes to Gwen Glazer for her incredible work managing and leading our programs.

### **Approve promotion: Dianna Solano**

Dianna Solano's first day in the full-time position of head of circulation was Monday May 27th.

### **Acknowledge Resignation: Victor Illonardo**

Victor Illonardo submitted his resignation as the evening circulation clerk. His last day was May 30, 2024.

### **Open position: PT Circ Evening**

We had many applicants to fill the newly open evening circulation clerk position. After reviewing all applications, three interviews were conducted. The job was offered to Jordyn Pointek, and she has accepted. Jordyn has a library and book selling background. A second candidate, Faythe Flynn, has been offered a position as a substitute, and Faythe has accepted. Jordyn and Faythe would officially begin in their new roles at the end of June 2024.

## **MOTION TO APPROVE NEW HIRES**

*A motion was made by Leslie Ellis that the Library approve the hiring of Jordyn Pointek as a part-time evening and weekend circulation desk clerk, and also that the Library approve the hiring of Faythe Flynn as a substitute part-time circulation desk clerk. Adam Decker seconded. The motion passed unanimously.*

### **Paid Prenatal Leave Policy**

New York State just passed a new policy where employees will be allowed paid prenatal leave, to be taken prior to having a child. We will add this to our paid parental leave policy, which is an already established policy at the Library. We have until Jan 1, 2025 to finalize this policy. The updated policy will be included in the Employee Handbook.

### **FOIL (*Freedom of Information Law*) Request (and response)**

Per FOIL rules, anyone is allowed to request public information from libraries. This past month an attorney's office from White Plains requested a copy of our most recently approved union contract. This request was made to all local libraries. Given our union never went through and therefore we have no contract, there was no information to share.

As stated by WLA Executive Director, Terry Kirchner, Association Libraries do not need to comply with FOIL requests; we do not fall under the law of this NYS requirement.

To handle any FOIL requests going forward, it was noted that the board should consider drafting a policy regarding our handling of any FOIL requests.

### **TREASURER'S REPORT**

#### **Check Register Approval**

The Monthly Check Register for May was presented. Our payments for vendors and suppliers came in as expected this past month. The one check number missing from the check register was accidentally printed backwards and therefore voided.

#### ***MOTION TO APPROVE THE MONTHLY CHECK REGISTER***

*A motion was made by Barry Feinberg to Approve the Monthly Check Register. Bethany Basile seconded the motion. The motion passed unanimously.*

#### **Budget Performance**

We are at 11/12 months through the year (92%). Our expenditures are at 95%, which is very close to our budgeted amount.

We have a \$24k net income above what we budgeted, mostly due to the \$45k of fundraising money.

### **COMMITTEE REPORTS**

#### **Finance Committee**

The Finance committee did not meet this month. *See Treasurer's Report for our check register and budget performance detail summary.*

#### **Arts Committee**

Our current exhibit by Stephanie Marcus had a reception on May 26th. The family of the artist was grateful for the opportunity to show Stephanie's work. Four pieces from the exhibit have been sold. The next exhibit on display will be photographs by Kelly Shultz. The exhibit will be installed July 1, 2024. The reception will be happening Thursday July 18, 2024 from 6:30pm - 8:00pm.

#### **Building and Grounds Committee**

There is no update for this month. The next meeting of the Buildings and Grounds Committee will take place in September.

## **Fundraising Committee**

The Fundraising Committee met on June 3, 2024 to review the past year's fundraising results and reassess goals for the coming year.

For 2024/2025 we would like to focus on the groundwork for our future renovation campaign. As per suggested fundraising guidance by Bethany Basile, we would love to set a future goal of raising 70% of the money needed for our project before we reach out to the public with a renovation appeal. Our initial work will be charting our historical donors and focusing on thanks and gratitude. We will also build up a list of major donor prospects, and hope to work hand-in-hand with the Renovation Advisory committee to move forward making connections with possible major donors, as well as finding connections with possible local corporate sponsors and finding grants that would fit well with our project.

The fundraising committee will meet next on Monday, July 8th at 7:30p to discuss the future of our Book & Bake sale. The goal of the meeting is to brainstorm ideas to bring to the board for larger scale discussion at a later date.

This summer the committee will also begin its search for an artist for our next annual appeal letter and will begin work on drafting the appeal letter for board review at the September board meeting. The process and timeline for the annual appeal this year will remain the same.

## **Long-Range Planning Committee**

The Long Range Planning Committee submitted the following updated policies for the board's review:

- Unattended Child Policy
- Recording Policy
- Patron Code of Conduct Policy

### ***MOTION TO APPROVE THE UNATTENDED CHILD POLICY***

*A motion was made by Adam Decker that we approve the Unattended Child policy as drafted by the Long Range Planning Committee. It was seconded by Leslie Ellis.*

*All in favor: Bethany Basile, Adam Decker, Leslie Ellis, Mayla Hsu, Laura Jaeger, Margaret Mahoney, Marianne Merola, and Susan Ranis. Abstained: Kate Fabian and Barry Feinberg. The motion passed.*

### ***MOTION TO APPROVE THE RECORDING POLICY***

*A motion was made by Adam Decker that we approve the Recording Policy as drafted by the Long Range Planning Committee. It was seconded by Margaret Mahoney.*

*All in favor: Bethany Basile, Adam Decker, Leslie Ellis, Mayla Hsu, Laura Jaeger, Margaret Mahoney, Marianne Merola, and Susan Ranis. Abstained: Kate Fabian and Barry Feinberg. The motion passed.*

### ***MOTION TO APPROVE THE PATRON CODE OF CONDUCT POLICY***

*A motion was made by Adam Decker that we approve the Patron Code of Conduct Policy as drafted by the Long Range Planning Committee. It was seconded by Margaret Mahoney.*

*All in favor: Bethany Basile, Adam Decker, Leslie Ellis, Mayla Hsu, Laura Jaeger, Margaret Mahoney, Marianne Merola, and Susan Ranis. Abstained: Kate Fabian and Barry Feinberg. The motion passed.*

### **Renovation Advisory Committee (ad hoc)**

The first meeting of this advisory committee will occur on June 27, 2024. Over the summer the committee will meet as needed (schedule to be announced). The non-board Renovation Advisory committee members include Melanie Dodson, Khamla Erskine, Ethan Lewis, and Meredith Hertlein. Justin Johnson is the board chair of this committee, and the current other board participants include Mayla Hsu and Susan Ranis. This committee will adjust its active participants to leverage board and community expertise and to optimally advise the full board regarding our upcoming renovation project.

A request was made that the minutes from these meetings be shared with the full board. These minutes will be stored on our google drive and will be made available to all board members for review after each meeting.

### **OLD BUSINESS**

#### **Croton Reads Future / Bylaws adjustment for the Croton Reads Committee**

Gwen Glazer has stated she is happy to take on a Croton Reads like event as part of future programming. At least two weeks prior to the September board meeting, an updated Bylaws document with adjustments to Croton Reads (removing the Croton Reads Committee from the board committee list) will be distributed to all board members for approval at the September board meeting.

A note was made for the board to follow-up with Jane Beller regarding her recent communications about the future of Croton Reads.

#### **Bylaws Discussion**

As per the May 2024 board meeting minutes: *We would like to clearly define the official start of trustee duties for new trustees. It is not clearly written in our bylaws when new trustees are officially "on call" in the time period between being elected and their first attendance at a board meeting.* This discussion will be placed on our agenda for the September 2024 board meeting.

Separately, Marianne Merola and Susan Ranis will confirm the location of the most recently approved Bylaws and will email this document to Jesse for uploading on the Library website.

### **NEW BUSINESS**

#### **2024-25 Board Meeting Dates (Approval)**

The proposed Board Meeting dates for the 2024-25 year are as follows:

- Monday, September 9 at 7:30 pm
- \*Monday, October 7 at 7:30 pm
- \*Monday, November 4 at 7:30 pm
- Monday, December 9 at 7:30 pm
- Monday, January 13 at 7:30 pm
- Monday, February 10 at 7:30 pm
- Monday, March 10 at 7:30 pm

- \*Monday, April 7 at 7:30 pm
- Annual Meeting, April XX
- Monday, May 12 at 7:30 pm
- Monday, June 9 at 7:30 pm

*\*Adjustments already made due to school/holiday breaks*

### **MOTION TO APPROVE THE 2024/2025 BOARD MEETING DATES**

*A motion was made by Susan Ranis that the board meeting dates above be confirmed as our board meeting schedule for the 24/25 year. Laura Jaeger seconded the motion. The motion passed unanimously.*

Laura Jaeger as secretary will update the board calendar to add these board meeting dates. Laura asked that committee chairs for the 2024-25 year review the calendar and adjust their committee meeting dates for June 2024 - June 2025 accordingly if they are not showing at the correct times for the new year.

### **Annual Meeting 2025 (Date)**

Setting the date for the Annual meeting in 2025 will be discussed at the September 2024 board meeting.

### **Board Committee Designations**

Leslie Ellis expressed a concern that there is no vote for the library board members regarding board committee selections. Barry Feinberg has also expressed concern for limiting the numbers of board members on committees. Adam Decker expressed concern that having too large of a committee would make these committee meetings similar to having a board meeting if a quorum of the Board is present. Without a cap on the number of participants, a quorum might qualify as a board meeting and trigger the requirements of a board meeting under the open meeting law.

### **Google Drive/Suite organization**

Bethany Basile, Kate Fabian, Laura Jaeger, and Susan Ranis have been meeting regarding the form and function of the Board's Google suite. They will be building up the organizational map and will plan for training sessions with the board to help guide everyone on usage and best practices. Going forward the goal will be to keep all documents within the google drive. The board will aim to reference these files within the drive instead of emailing a lot of documents back and forth.

It was asked that committee chairs think about the file folders and different files they would use (or like to use) going forward. Taking this feedback into consideration, Laura, Kate, and Bethany will create the Board's document map, which will be prebuilt for the board's use.

**\*PUBLIC COMMENT**

*\*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.*

There were no public comments.

**ADJOURNMENT**

A motion was made by Susan Ranis and seconded by Leslie Ellis to adjourn the meeting. This motion being unanimously approved, the Meeting was adjourned at 7:08pm.

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*Respectfully submitted by Laura Jaeger, secretary*