

## **Croton Free Library Board Minutes**

September 11, 2017

Present: Trustees: Barry Feinberg, President (18), Howie Myers (18), Leslie Ellis (19), Sharyse Eisinger (20), Mary McFerran (21), Sid Franks (22), Adora Lam (22), Debra Schor (20) Marianne Merola (22)

Library Director: Jesse Bourdon

Croton Library Association Representative: Karen Zevin

Call to order: Barry called the meeting to order at 7:31 pm.

June 2017 minutes approved as amended.

### **Director's Report:** Jesse Bourdon

- New Croton Library Assistant Director: Thao Nguyen has been hired and will begin October 2, 2017.
  - Over the summer, the Search Committee received more than one dozen resumes based on announcements that Jesse placed on various library related websites. From these Jesse selected five for telephone interviews, and from these three were invited to present to the Search Committee.
  - Thao's duties will emphasize programming, payroll and scheduling among the more general Assistant Director responsibilities.
  - The Board will invite her to October meeting.
  - In addition there was some discussion about having a "meet and greet" event to formally introduce Thao and Jesse to the community.
- Audit Update: Jesse will approach donors to clarify their understanding on how restricted funds are to be used. The goal will be to redefine fund usage wherever possible to address 21<sup>st</sup> library needs. He will also work with our CPA, Eric, to clarify language of restricted funds.
- Buildings/Grounds update
  - Parking lot has been resealed and painted
  - Dead tree branches have been removed

- Summer hours signage has been posted
- There is a new glass display case in the lobby of the Ottinger Room
- Jesse distributed the written estimate for replacing the heating and cooling units servicing the small program room, the Director's office, and the new Creative Space. Discussion and approval taken up during "Old Business". See below.
- Museum Passes: Jesse has been evaluating how the sharing of museum passes with the Hendrick Hudson Library has been going. He decided that it is easier to just maintain our own passes.
- Creative Space status :
  - Everything completed. Fan installed today.
  - Digital Scheduling has been implemented for the "Creative Space." Jesse will add signage to post programming of the room for patrons on site.

**Committee Reports:**

- Treasurer's Report: Sid and Jesse (handout)
  - A new reporting format has been developed and the shell was distributed to the Trustees for review.
  - Sid also announced that a detailed Chart of Accounts has been developed for Library income and expenditures. This will improve budgeting and accounting.
  - Motion carried to update approved Vanguard signatures, to now include Barry, Leslie and Sid. Sid finalized the paperwork to be submitted to Vanguard
- Brief updates were given for the remainder of the standing committees.

**Association Report:** Karen Zevin

- Karen has been working on drafting this year's Appeal letter. She is considering different approaches including trifold layout, more graphics, visual techniques, additional publicity. It was agreed that we need to rejuvenate the process to attract new donors.

- Jesse will continue to work with the Association on publicity.

#### **Old Business:**

- The final version of the Blue Sky Notes was distributed to guide the Long Range Planning Committee over this coming year.
- After discussion, a motion was made to approve the funding for the new heating and cooling units for the small program room, the Director's office and the Creative Space. All approved and motion carried.
  - Work can be done while library is open, but contractors will need windows open so the Fall or Spring is best time.

#### **New Business:**

- Barry announced that the Westchester Amateur Astronomers has been working with local libraries to sponsor Astronomy viewing nights at libraries. Harrison, Hen Hud have been involved. Since Thao has been directing programs at Harrison it was suggested that when she comes on board she could look into the CFL having such a program.
  - Debra mentioned that there is a telescope at the high school, purchased by a CHEF grant. It could be made available for programs at the Library and the high school could be involved.
- Marianne suggested that the CFL might be interested in participating in the online book club "Over-Drive -Big Library Read" program. Jesse to discuss further with Marianne.

#### **Other Business:**

- Trustee Evaluation Form subcommittee was formed to be headed up by Adora and include Leslie and Mary. They will work with Barry to review, rewrite as necessary and reformat this document. "State of Library Evaluation" form should be in the manual and reviewed in April .
- "Conflict of Interest" forms are renewed annually and are due to be submitted to Barry and Jesse. They will be distributed at the next meeting for completion.

- Croton Reads 2017 was a big success. Good speaker, good attendance. There was discussion about planning for 2018.
- An Ad hoc committee was formed with Jesse, Marianne, and Debra. Barry will contact Kelly to see if she is still interested in being involved in planning for this year.

**Next Board Meeting: October 16, 2017 at 7:30.** (NOT October 9 due to Columbus Day holiday.)

Meeting Adjourned: 9:10 pm

Respectfully submitted by Mary McFerran, Secretary