

Croton Free Library Board Minutes

October 16, 2017

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

Absent: Howie Myers (18)

Library Director: Jesse Bourdon
Assistant Library Director: Thao Nguyen

Croton Library Association Representative: Karen Zevin

Guest: Richard Weinberg

Call to order: Barry called the meeting to order at 7:30 pm.

Thao Nguyen, our new Assistant Director, was introduced to the trustees.

September 2017 minutes approved as amended.

Director's Report: Jesse Bourdon

- Patron Services: People Counter for Library side entrance will be installed in November. This entrance is now open and being used by moms with baby carriages and others approaching Library from the parking lot.
- Create Space Update:
 - We will have new volunteer 3D printer training in early November.
 - New liability documentation has been created that allows volunteers to use 3D machines as well as any future technology in the Creative Space
 - As extra measure of safety, new HVAC units to be installed next week will include exhaust system for 3D printing and other program related emissions. Manufacturers state that fumes are not toxic
 - New digital sign is installed outside creative space and will display room use and upcoming events to library patrons on-site
 - 3D printer use:
 - In late October, we should be able to schedule 3D printing with volunteers trained last year
 - In November, a Live Webpage will allow patrons to submit their prints online
 - Jesse will add tonight's guest to volunteer list

- Interactive Reading and Crafts groups have been meeting in Creative Space
- Girl Scouts have shown preference to meeting in Creative Space rather than small program room
- New HVAC installation::
 - Work will require 3-5 days
 - Company will provide warranty and maintenance contract upon installation
- Audit: Paper version has been distributed to Barry, Sid and Leslie. After review by Sid and the Finance committee, it will be distributed for approval to the board at November board meeting
- Jesse requested recommendations from the board of best credit card for Library use. Fidelity was suggested for its 20% rewards program
- Comic Con was a big success with an increase of 400 more attendees than last year for a total of more than 1600. Many folks from outside Croton attended. Volunteers helped greatly.

Committee Reports:

Treasurer: (Sid)

The Library's finances continue in good shape. Jesse will send out report with details. The data cannot be compared to last year because we now have a more professional report with different categories.

Long Range Planning: (Leslie and Marianne)

We still need to follow up on a new sign for the front of the Library. It was a recommendation from the Blue Sky summer meeting last June, and from previous years. Building/Grounds committee to pursue

First Croton Reads Subcommittee: Jesse, Barry, Marianne, Leslie, Kelly Deborah will be on the committee as well. Barry passed around an article about the NY Times Best Books for 2016. Marianne will contact committee members about setting up a planning meeting between now and the next board meeting in November

Director Evaluation Ad Hoc Committee: (Barry)

The committee met earlier today and began to revise the evaluation form based on our own previous document, the Director's job description and several documents from other libraries. The committee will meet once more before the next board meeting to complete the rewrite. The overall goal of the new form will be to improve its clarity and usefulness.

Association Report: (Karen)

- Appeal Letter. Karen announced some changes to the appeal letter. It will now be a tri-fold style brochure with an updated layout. Since the Association currently can only accept checks, and not credit cards, they may try to sign up with PayPal. Also, rather than being addressed to “Postal Patron”, the addressees will now read “Friend of the Library”. The Association is hoping for November 8 delivery, the day after Election Day.
- **Book & Bake Sale-WEEKEND OF NOV 18 & 19.** Everyone is expected to volunteer. Set up will begin on Thursday night, November 16. Put signs on your lawn the beginning of that week.

Old Business: (Jesse)

- Donors of Restricted Funds Update - Jesse will continue to put together a current list of contact information for all previous and current donors. After contacting each one, he will clarify and update their/our understanding of how the funds are to be used given that times have changed and Library needs have as well.
- Conflict of Interest and Whistleblower forms were distributed to trustees for signature and collected for filing.

New Business: (Jesse)

- Quiet Area.-A patron complained about noise in the Library. When it was suggested to him by a library staff member that the Library’s role has broadened somewhat into being a “community center”, which might result in some increased noise from time to time, he did not agree.
 - The board discussed further highlighting of the already existent “Quiet Area” and training staff a bit more on how to politely approach patrons who are noisier than normal. The board agreed that there should be further discussion of new possibilities for additional quiet space in the Library.

Other Business

- (Karen) A public introduction of our new Assistant Director, Thao Nguyen, and Jesse will be planned within the next month, possibly to combine with fundraiser or “Meet and Greet” at Book & Bake Sale. Jesse and Thao will discuss further with Karen. As part of the introduction, a letter from Karen and Barry will be sent to The Gazette with a formal announcement. A small ad will be placed to include information on the “Meet and Greet.” The announcement could be part of an ad announcing the Book & Bake Sale. Liz will put information on FaceBook and it will also appear in the Library Newsletter.
- (Barry) Follow-up on Astronomy program. Ideas include:
 1. Host a star party with Astronomy Association
 2. Lend out telescopes as does Yonkers Library

3. Create an Astronomer's Club, have speakers.
 4. Purchase Astronomy books
- (Sharyse) Art in Ottinger Room: Current show by Ilse Noll Schreiber will be up until October 29. New show by Chris Mahoney goes up in Chris Mahoney exhibit goes up in November. Artist's Reception: December 2 from 2pm-4pm.

Meeting Adjourned at 8:45pm

Respectfully Submitted by Mary McFerran, Secretary