

## **Croton Free Library Board Minutes**

November 13, 2017

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

Absent: Sid Franks (22), Debra Schor (19)

Library Director: Jesse Bourdon

Croton Library Association Representative: Karen Zevin

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

October 2017 minutes approved as amended.

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

Updates:

- See Jesse's attached report for library materials circulation statistics.
- HVAC system is in place and completed, including Creative Space. Installation took longer than expected but price remained the same and no programs were interrupted.
- Warranties on HVAC equipment must be reviewed and finalized. A decision will have to be made on when to install the additional HVAC equipment. If installation work is done in the spring, money can be saved on energy costs. WLS Grant applications are due in the summer (August deadline). Jesse wants to apply for ADA-compliant automatic front doors for the library.
- Jesse, Lauren and Thao attended seminar, "Transition from Co-worker to Supervisor."
- Patron complaint at Cupcake Workshop was resolved.
- Sprinkler inspections in the Ottinger Room have been performed and completed to code
- Jesse contacted Westchester County Health Department regarding holding a program for community opioid overdose training. Scheduled date will be announced when confirmed.
- Jesse and wife expect new baby on December 3, 2017. Jesse's schedule for the week or two after will be announced.

### **Committee Reports:**

**Finance Committee:** Jesse gave a summary in Sid's absence

- Handout - Profit and Loss statement distributed

- We will be looking at finding a new line to designate the HVAC installation for line item label “6900 Miscellaneous,” which shows the expense of \$29,362.00” for the installation of the HVAC.
- Audit - Sid went through the audit in detail with Eric Fecci, and reports that it is in good order.
- Restricted Funds - Jesse will prepare a report detailing how money is to be and has been spent according to what is known about the restrictions. He will also contact donors of record to review nature of restrictions and update them as appropriate.
- As an example Barry read from “Analysis of Permanent Restricted Net Assets 2017,” describing intent of funds for musical programs.

**Trustee Evaluation Committee:** Barry and Adora

After several meetings, a new “Trustee Evaluation Form,” has been completed. It is based on our previous document and three other library models. In April, the form will be distributed to Trustees for completion with results available for the June meeting. The goal is to help Jesse as library Director, and future Directors, build on strengths and correct any weaknesses. The Board is seeking to reinforce the positive and to provide the Board a concrete sense of what has been accomplished during the previous year.

**Association Report:** Karen

- Karen distributed the new 3-fold brochure that highlights the Annual Drive. Donations can now be accepted through PayPal.
- **Book & Bake Sale - WEEKEND OF NOV 18 & 19.** Everyone is expected to volunteer either to set-up, be present at the sale, or take-down. Set up will begin on Thursday evening, November 16. The Board was asked to display signs on lawns the beginning of that week. Trustees should attend with badges and interact with shoppers as much as possible.

**New Business:** Jesse

- Staff listing is back on the website (was taken down during hiring of new director and assistant director)
- We used the database directions that volunteer wrote-up to update our digital collections section.
- Holiday party invitations are going out. Staff, volunteers, Board members will be invited. **Save the date: December 20, 6pm.** It will be catered, with added food donations. Jesse will prepare a budget.

Next Board Meeting: Monday, December 11 at 7:30 pm.

Meeting Adjourned 8:53 pm.

Respectfully Submitted by Mary McFerran, Secretary