

**Croton Free Library**  
Board Meeting Minutes  
April 9, 2018

**PRESENT**

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

Croton Library Association: Karen Zevin, President

Library Director: Jesse Bourdon

**ABSENT**

Trustees: Debra Schor (19), Howie Meyers (18)

Call to order: Barry called the meeting to order at 7:32pm

January 2018 minutes approved as amended.

**Updates:**

- See Jesse's attached report for library material circulation statistics.

Hoopla statistics are now available per library. Jesse will add at some point in future.

Barry requested a line graph for patron service statistics, so trends could be more easily identified. Leslie suggested statistics from prior two years be included in the graph, so comparisons could be made.

- Lighting in gallery/magazine section is complete. Area is significantly brighter now.
- Staff surveys have been distributed. Leslie has already started receiving responses.
- Jesse is considering opening the library during Summerfest. The library has historically been closed on this day. Jesse anticipates being able to provide library services at the Summerfest booth by utilizing a wireless hot spot.
- Effective May 1<sup>st</sup>, passes for all museums listed on our website will be available on site. Patrons will no longer have to go to Hendrick Hudson Free Library to obtain them. Four of the museums listed on our website will have passes available to patrons of both CFL and Hendrick Hudson Free Library.
- Eight grant funded laptops are now available for in-house circulation to patrons who have no fines on their card. Jesse is arranging for wireless hotspots to be available to patrons, so they can access the network and their accounts.
- A document identifying guidelines for conduct has been distributed to staff to promote consistency, professionalism, and accountability. Staff was required to indicate signature acknowledgment of receipt and understanding of document.

**Committee Reports**

### Treasurer's Report

Sid distributed and discussed budget performance information. The current budget line "school district" will be modified to: "school district (tax levy)" for clarity to the public.

### Building and Grounds

There is a possibility the Rotary Club would consider funding a library grounds enhancement project. As more becomes known about this, a meeting would be scheduled to creating our formal request to them.

### **Association Report**

The annual meeting is scheduled for April 24<sup>th</sup> at 7pm.

Book and Bake sale is scheduled for May 19<sup>th</sup>-20<sup>th</sup>. Karen reminded all board members to volunteer. She suggested Jesse ask Rotary members to volunteer too. Strategies to increase traffic during sale were discussed. Marianne suggested a concierge/personal shopper service that customers could have access to for a fee. Unsold books will be given to specific school districts and organizations in need of charitable book donations.

Karen recommended that the Association and the Board identify how their respective strategic and long range plans fit with each other, and strategies to increase Association membership. Leslie suggested that the Association's strategic plan team meet with the Board's long range planning committee first, before meeting with a larger, extended group. Barry suggested there be a discussion at the Blue Sky meeting (June 11<sup>th</sup>, 7:30pm) about strategies to increase Association membership.

### **Old Business**

HVAC work schedule is being planned, with the aim that it commences in early May and timed so it least conflicts with library hours.

### **New Business**

Barry instructed Board members to complete the Library Director evaluation and return to him by April 30<sup>th</sup>.

Three new board member candidates were announced: Ned Rust (in attendance), Susan Ranis (in attendance), and Lynn Kauderer.

Meeting adjourned at 8:50pm to executive session.  
Executive session (Barry, Leslie, Sid, Jesse) concluded 9:09pm.

Next Board meeting: May 14, 2018 at 7:30pm.

Respectfully submitted by Adora Lam, Secretary