

Croton Free Library
Board Meeting Minutes
May 14, 2018

PRESENT

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

Croton Library Association: Karen Zevin, President

Library Director: Jesse Bourdon

ABSENT

Trustees: Lynn Kauderer (23), Ned Rust (23)

Call to order: Karen called meeting to order at 7:40pm

Karen started meeting with nomination process for this terms' officers:

Mary nominated Leslie for President. Sid seconded. Unanimously approved.

Leslie nominated Marianne for Vice-President. Sid seconded. Unanimously approved.

Adora nominated Sid for Treasurer. Leslie seconded. Unanimously approved.

Leslie nominated Adora for Secretary. Sid seconded. Unanimously approved.

April 2018 minutes approved as amended.

Updates:

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

Jesse questions April's lower visitor statistic, given that there are two monitors now, and will address in future staff meeting to determine cause. Reference transactions are reflecting steady growth and Jesse will contemplate a different way to graph physical check ins and reference transactions, so trends are better reflected.
- Library's current charter describes a seven-member board. This does not accurately reflect current board requirement. Jesse will email charter to board members for review. There is \$65 fee involved to change charter. There was discussion to consider changing member requirements in bylaws: from a static number of members to a range of number of members, in addition to a change of term duration.
- Board unanimously voted to approve Annual Report.
- Shelf Life draft is expected by end of this week. Final version will highlight the museum pass program and include information about Croton Reads, Comic Con, and updated technology like mobile hot spots. It is anticipated to be completed and out by end of May. Sid suggested forwarding a copy to the Gazette, so they might cover it. Marianne suggested that Shelf Life could be helpful in raising awareness of library budget vote by containing information about the vote and by Shelf Life being prepared a week in advance of vote date.

- Implementation of mobile hot spots has been delayed as library considers recent warnings from its manufacturer about device battery issues. Jesse suggest creating a proper usage document for users to sign. This would require evaluation from legal team.
- Public Library Director's Association (PLDA) has voted that libraries may now merge their OverDrive Advantage collections, increasing resource availability to patrons.
- Routine notices to patrons regarding lost/overdue items now reflects a change in the text to exclude some harsher language that was historically used.
- Contract with Interlibrary Loan System will expire next year. Jesse will actively consider other vendors over the course of the summer.
- HVAC work will occur 5/21-5/25. Library will have a four-hour delayed start on 5/24.
- Library will be open during Summerfest.

Committee Reports

Treasurer's Report

Sid distributed and discussed budget performance information.

Committee Assignments

Leslie requested volunteers and chairs for various committees, including a committee that would include governance. She will review draft membership list and distribute final committee assignments at later date.

Association Report

Karen encouraged volunteers for Book and Bake sale.

She suggested Association be given opportunity to provide feedback in annual evaluation of Director, explaining that it would be insightful feedback due to their consistent and frequent work together.

Karen informed that TIAA CREF is giving funding to nonprofits who request it from them.

New Business

It was agreed that all staff be invited to attend this year's Blue Sky meeting.

Jesse will forward group a list of 2019 monthly board meeting dates.

Leslie suggested adding a "Public Comments" item to future meeting agendas, to welcome and encourage input from the public. Jesse will include it on future agendas.

8:55pm - Meeting adjourned to executive session for discussion of personnel issues.
(Leslie, Marianne, Mary, Sid, Sharyse, Adora, Susan).

9:15pm - Executive session concluded.

Next Board meeting: June 11, 2018 at 7:00pm. Blue Sky follows at 7:30pm.

Respectfully submitted by Adora Lam, Secretary