

**Croton Free Library**  
Board Meeting Minutes  
November 12, 2018

**PRESENT**

Trustees: Leslie Ellis, President (19), Marianne Merola (22), Sharyse Eisinger (20), Sid Franks (22), Adora Lam (20), Lynn Kauderer (23), Mary McFerran (21)

Croton Library Association: Karen Zevin, President

Library Director: Jesse Bourdon

**ABSENT**

Trustees: Ned Rust (23), Susan Ranis (19)

Call to order: Leslie called meeting to order at 7:35pm.

October 2018 minutes approved as amended.

**Updates**

- See Jesse's attached report for library material circulation statistics.
- E-book checkout statistics have historically only reflected Overdrive checkouts. Jesse is investigating ways to include other e-sources. If additional e-sources are able to be tracked and added, the category would be renamed. Suggestions for new description were "e-content" and "digital content."
- Final version of audit is projected to be prepared, and ready to vote on, by December's meeting.
- The Library (Director, Board, Association) extends gratitude to all students who participated in the first "Battle of the Books." It was a very successful event and a thank you letter will be sent to each student on the team.
- The Library thanks Kelly Thomann and the VA for generously donating a handheld magnifier that will be very helpful to patrons.
- An employee handbook including state and federal mandated policies is complete. Jesse is identifying the best way to distribute it and communicate contents to staff.

Jesse and Thao had a very positive meeting with new school superintendent, Dr. Deborah O'Connell, about ways the library can continue its strong relationship with the school district.

**Committee Reports**

Croton Reads

The committee continues to develop this year's topic, anticipating a multi-event format.

Art Committee

Mary has updated the Gallery Exhibition Contract to clarify expectations of the artist and what they are wholly responsible for, as well as articulating the level of library support artists will receive. Contract

draft is being reviewed presently. Mary expressed that the art committee may occasionally request assistance from non-committee board members when additional help is required for events.

#### Treasurer's Report

Sid distributed and discussed budget performance information.

#### Building and Grounds

Driveway and parking lot will be relined Monday, Nov 19th. These areas were last relined one year ago, but the work faded.

#### Publicity

Newsletter was well received.

#### **Association Report**

Appeals have been mailed out and should be received by community in next few days. Karen reminded Board members of their requirement to be Association members, and encouraged them to volunteer with upcoming Book and Bake sale. Anyone may sign up to volunteer by going to the Library website.

#### **Old Business**

No old business discussed.

#### **New Business**

- Pros and cons of different board member complements were discussed. Jesse will survey other libraries to learn how many board members they have, what their term limits are, and what would be involved in changing the charter.
- Library holiday party to be held on Dec 19th at 7pm.

#### **Public Comment**

There were no comments.

Meeting adjourned 8:40pm

Next Board meeting: December 10, 2018 at 7:30pm

Respectfully submitted by Adora Lam, Secretary