

Croton Free Library
Board Meeting Minutes
December 10, 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 7:36pm.

November 2018 minutes approved as amended.

Updates

- See Jesse's attached report for library material circulation statistics.
- Visitor count is up, likely due to Book and Bake sale related activity. It has been a year since the library has used two people counter mechanisms, so visitor comparisons will more accurately reflect traffic in the library going forward.
- Teen attendance increased. Thanks to the new youth services librarian, this rise is expected to continue because of the Library's current focus to attract teens with more programs and activities.
- Flu clinic, run with support from Sav Mor, was well attended with greater than fifty patients. Library will likely repeat flu clinic in future for community's benefit.
- Parking lot lining is complete.
- An extension will be requested for the audit report. Meeting will be held Dec. 14th.
- Human resource development: Jesse met with Adora to discuss human resource related topics in context of library's growth and policy implementation. Jesse will investigate Human Resource associations to join for access to information, templates, and other support.
- Employee handbook is expected to reside on a website, or something similar, so it can be easily accessed. Jesse will get formal guidance from Human Resource associations on how to best decide/create, document, and implement staff policies and procedures.
- Jesse will focus on performance evaluations and wage increases (including mandated minimum wage increases that must be reflected in the first 2019 paychecks) for the remainder of December. Thao will assist with the staff reviews.

Committee Reports

Finance Committee

Sid distributed and discussed budget performance information.

Croton Reads

The committee continues to develop this year's topic, anticipating a multi-event format. Topic will be formally announced this month.

Art Committee

Croton artist Tim Robinson will have an exhibition in January.
Policy for artist donations, and artwork sold in gallery, was discussed.

Association Report

The appeal was delayed a few weeks due to a problem with the post office. Association is investigating the idea of “reminders” to follow up on appeal launch. Use of Facebook and Twitter are being considered. Association has reached out to businesses and continues to explore new ways to fundraise. Current idea of selling merchandise, such as portable reusable bags and totes, is being explored.

This year’s Book and Bake sale made approximately \$9,300. This is a lower amount than in the past.

Old Business

Charter discussion: Jesse surveyed other libraries regarding how many members are on their respective Boards, and other related items. He will share survey results with Croton Board members. At the next meeting the Board will vote on what board member complement to proceed with.

New Business

Ned Rust has resigned. Current Board voted to have Barry Feinberg finish Ned Rust’s term (to 2023). Motion was carried.

Jesse reminded everyone to RSVP to the Dec 19th holiday party.

Public Comment

There were no comments.

Meeting adjourned: 8:51pm

Next Board meeting: January 14, 2018 at 7:30pm

Respectfully submitted by Adora Lam, Secretary