

Croton Free Library
Board Meeting Minutes
June 10, 2019

PRESENT

Trustees: Leslie Ellis (24), Marianne Merola (22), Sharyse Eisinger (20), Adora Lam (20), Mary McFerran (21), Lynn Kauderer (23), Susan Ranis (24), Jane Beller (22)

Croton Library Association: Kate Fabian, President

Library Director: Jesse Bourdon

Treasurer: Sid Franks

ABSENT

Trustees: Barry Feinberg (23)

CALL TO ORDER Leslie called meeting to order at 7:33pm.

April 2019 minutes approved.

VOTE : New Board Member

Due to a vacancy on the Board as a result of Sid Franks' move out of the library/school district, a selection process was initiated to find a replacement. Leslie explained the process and nominated Jane Beller, a former Program Director at the Library, as his replacement. A vote was taken and passed to confirm her as the newest member of the board. Jane will finish out Sid Frank's term ending in 2022.

DIRECTOR'S REPORT:

Patron Services Statistics for May were presented. Checkouts and visitors were down, but not significantly compared to same month last year. This will be monitored to assure that it is not a trend. Positive signs include large increases in children's special events attendance, teen attendance and adult attendance. There was also a big increase in new library cards issued (71) most probably due to a new library initiative to include library card applications in incoming CET kindergarten student packets.

- New Employees

Three new Substitute Clerks have been hired to cover for unscheduled staff absentees: Paul Rolnick, Maggie Leung, and Christina Arnold. Motion was made and carried to accept these individuals in their new roles.

- Joint Board Meeting (8:00 Start)

November 18 has been selected as the date for our annual joint meeting with the Board of Trustees of the Henrick Hudson Free Library. The monthly meeting of our board will be held at the same location starting at 7:00.

- Flooring Replacement

Over the summer, the floor will be replaced at the circulation desk due to the adhesive not working on the foundation. Bubbling has become a tripping hazard.

- Payroll Change

The Library will be switching over from Paychex to ADP for payroll processing. This new application will not only save money but also offers increased services that will be especially helpful for human resources.

- Sick-leave changes

In response to changes in the NY State laws regarding mandatory sick-leave, part-time staff will now have their sick and vacation hours converted to paid time off. This change must be included in new Employee Handbook which is now scheduled to be released in the fall.

- No Smoking Signs

Also, in response to NY State laws, temporary no smoking signs have now been placed outside the entrances until more descriptive signage is acquired. Smoking is not allowed within 100 feet of the Library entrance.

- First look at the new library card design

Jerry Pinkney has graciously provided a preliminary design to be used for new library cards and for other promotional purposes such as t-shirts, posters, etc. The Library Association may also take advantage of this exciting original artwork.

- New Wireless Hotspot hardware purchased

It was noted that the library has purchased 5 new wireless hotspot units available for lending. It was suggested that there be more publicity about this service.

COMMITTEE REPORTS:

- Finance Committee:

Sid and Jesse shared that their budget estimates have been quite accurate and the Library is operating well on budget. May's check detail report was voted on. Motion was carried.

LIBRARY ASSOCIATION REPORT:

- Book and Bake Sale

Kate reported that the May Book and Bake Sale netted close to \$10,000 for the association, which is in line with previous spring sales, and attendance was 2300. The date for the fall sale has been set for November 16-17, a week earlier than usual.

- Battle of the Books

The association is proud to be able to sponsor two teams for the fall Battle of the Books competition. The teams will receive books and t-shirts from the association.

- Association members participation on Board Committees

Discussion was held about the possibility of having association members serve on the various committees of the Library.

OLD BUSINESS:

- Committee Assignments

Leslie will finalize the committee assignments to include our new member, Jane Beller, and will distribute the list to all. It is recommended that each committee meet at least once during the summer hiatus.

- Meeting Dates for 2019-2020

The calendar for next year's meetings was discussed. An updated schedule will be distributed.

NEW BUSINESS:

- Annual Staff Survey

Leslie distributed the results of the Annual Staff Survey. Only five responses were received compared to 18 last year. Hopefully this is as a result of less dissatisfaction on the part of the staff. Discussion was held on other possible ways to increase communication between the staff and the board.

OTHER BUSINESS:

- Blue Sky changes

The Blue Sky meeting will be held at the Library on June 12. It was agreed that the meeting will be facilitated by our Teen Librarian, Cathryn Riedell, who has had special training in group dynamics, particularly in the area of generating new ideas.

PUBLIC COMMENT

There were no comments.

Meeting adjourned at 8:46 for Executive Session

EXECUTIVE SESSION

An executive session was held to discuss the Library Board's evaluation of the Library Director.

Meeting Adjourned at 9:09 pm

Next Board meeting: September 9 at 7:30pm

Respectfully submitted by Lynn Kauderer