

Croton Free Library
Board Meeting Minutes
October 21, 2019

PRESENT

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

Croton Library Association: Kate Fabian, President

Library Director: Jesse Bourdon

ABSENT

Trustees: Marianne Merola (22),

Treasurer: Sid Franks

CALL TO ORDER The meeting was called to order at 7:32 pm.

September 2019 minutes approved.

DIRECTOR'S REPORT:

- Monthly Statistics

Patron Services Statistics for September 2019 were presented. Physical checkouts and use of Overdrive were both up from last year. Other areas showed a slight to moderate decrease.

- Employee News

The Dorian family is happy to announce the birth of Haven Ella on 9/18/19. Due to the recent hiring of additional part time employees we do not anticipate having problems covering for Lauren, our Children's Services Director, during her maternity leave.

The director introduced the new Teen Librarian, Gwen Glazer, who started today. She is highly qualified and expressed her excitement to be joining the Library.

- Compliance Updates

The Board is grateful to Susan Ranis's husband for taking the time to review the Sexual Harassment Policy adopted at the last meeting of the Board. Work will continue to refine the wording of this statement. The statement has been sent to all employees and is posted, as required, in the employee area along with other required postings. At this point, all employees

and some volunteers have completed the required training and have submitted their certificates to the Director.

- New Flooring Installation

Work has been completed on the new flooring for the Front Desk area. The work was performed during the Columbus Day closing so that was little or no interruption in service. In addition, more space was created by emptying and moving the CD/DVD storage cabinet to the Creative Space for use by other groups.

- Grant Updates

The Director is pleased to report that we have received a \$15,000 Sandy Galef Grant. He is currently in the process of filing the required documentation and paperwork in order to finally receive the funds.

We have also been awarded a \$19,000 New York State Construction grant for work to be done to install an automatic door mechanism on the front and side doors. Estimates are being received now. Since this is a matching grant, and the library is required to spend the full amount, the total project should cost approximately \$40,000.

- Donations/Bequests

Several checks have been received from friends and family of the late Joanne Oechsner. We are grateful to the family who requested that those wishing to honor her send a donation to the library.

The Library has also been honored to receive a \$10,000 bequest from the estate of William Altman.

- Joint Board Meeting

Reminder to everyone that November 18 has been selected as the date for our annual joint meeting with the Board of Trustees of the Henrick Hudson Free Library to be held at the Henrick Hudson Free Library. The monthly meeting of our board will be held at the same location starting at 7:00. Possible topics to be addressed at the meeting were discussed.

COMMITTEE REPORTS:

- Finance Committee:

Due to the absence of the Treasurer, the Director presented the Budget report with some updates and corrections. We have received a \$15,000 donation from the Association as well as our first

portion of the tax levy payment from the School District. It was agreed that our reserve fund which we keep in case of any future tax liability should be continued.

The monthly Check Registry for September was voted on and approved.

The Audit Report was voted on and approved

- Art Committee

The Art Committee is considering a request for a designated bulletin board to be installed in the Creative Space for their use.

Many requests have been received by artists wishing to display their work at the Library, including requests from Marilyn Miller and Vivienne Courtney. At this point in time, space in the Ottinger room is booked through October 2021. No new requests will be entertained until after March 2020.

- Buildings and Grounds

The next meeting of the committee will be held on November 4 from 7:00 – 8:00. At 8:00 the committee will host a presentation by the Croton Energy Group & EcogyEnergy on the possibility of installing solar panels at the Library. Information has already been distributed to the Board and all are invited to attend the 8:00 presentation.

- PR Committee

The committee is working to find an agreeable date to meet to discuss the Newsletter to be published before the Book and Bake Sale.

LIBRARY ASSOCIATION REPORT:

- Battle of the Books

The Battle of the Books was a great success with our young team going to the quarter finals. All the children involved appeared enthusiastic and happy.

- Annual Fund Drive

All materials for the annual fund drive have been sent to the printer. Hand-written requests will be sent to those who have been large donors and Board members are encouraged to help by volunteering to write a few letters. Cards, envelopes, and a script will be provided.

- Book and Bake Sale

The date for the fall sale has been set for November 16-17. As in the past, emails have been sent out from the SignUpGenius app. Please sign up or let Kate know if you haven't received your notice.

NEW BUSINESS:

While there was no new business to be addressed today, upcoming topics to be considered are reevaluating our room use policy with regards to outside groups using our equipment, adopting automatic renewals and/or fine-free lending.

OTHER BUSINESS:

There was no other business

PUBLIC COMMENT

There were no comments.

Meeting adjourned at 9:05

Next Board meeting: November 18 at 7:00 pm at the Hendrick Hudson Library.

Respectfully submitted by Lynn Kauderer