



Board of Trustees Monthly Meetings

Date: May 19, 2022

Location: Zoom

Trustees Attending:

Caitie Hilverman (President), Julia Black (Vice President), Michael Grisham (Treasurer), Dani French (Secretary), Jessica Almeleh-Frazer, Gary Sheffer, Carol Pledger, Charlie Wittingham, Bill Stenehjem, Kris Weiss, Mark Orton, Crystal Jeffs

Excused: Elizabeth Dickey

Absent: AnnaMaria Assevero, Kimberly Erwin

Staff Attending: Emily Chameides (Director)

Others Attending: Janet Schnitzer, Ryan Kelly, David Murphy

Meeting was called to order by Caitie Hilverman at 6:06 pm. She welcomed trustees and guests.

Ryan Kelly was introduced as a new potential trustee.

- Ryan wants to get involved in the community as a recent transplant in Hudson, and saw our flyer.
- We'll vote on his board position at the end of the meeting.

Minutes from the April monthly meeting were reviewed and approved by a motion from Mark Orton and seconded by Carol Pledger. Vote to approve minutes was unanimous.

Reports

President's Report: Caitie Hilverman

- Trustee recruitment efforts
 - The interview process is underway with two people to fill the two open board seats. These candidates will attend the June meeting.
 - The onboarding process will begin soon.
- The watch party for trustee essentials has been pushed back until after the gala.

Treasurer's Report: Michael Grisham

- 57% of annual budgeted income collected through April.
- \$57,109 total receipts for April
- \$43,000 total expenses for April
- Exceptional donation: \$30,000 from a long-term supporter and advisory committee member
- Everything marching along as planned

A motion was made to approve the Treasurer's Report by Charlie Wittingham and seconded by Mark Orton. Vote to approve the report was unanimous.

A motion was made to approve the Profit & Loss Statement by Charlie Wittingham and seconded by Mark Orton. Vote to approve the report was unanimous.

Director's Report: Emily Chameides

- Masks are again required in the library spaces. We've received a good number of KN95s from Assemblymember Didi Barrett's office and the mayor's office.
- Suggestion to close the library at 1pm on Saturday, June 4 because of the Pride parade.

A motion was made to approve the early close by Michael Grisham and seconded by Caitie Hilverman. Vote to approve was unanimous.

- Suggestion to add Juneteenth to the closed holiday list in the library employee handbook (it's on a Sunday this year).

A motion was made to add Juneteenth to the closed holiday list in the handbook by Charlie Wittingham and seconded by Carol Pledger. Vote to approve was unanimous.

- Emily would like to get a crew together to march in the Pride parade, but doesn't have the bandwidth to lead the effort.
 - Mark asked if we have a banner we can carry (yes). Mark will send an email to the group. Emily would like a core group to commit before we say yes to Out Hudson.
- Policy approval needed—amendments to the Materials Selection Policy
 - There's now more info about what we consider when we acquire materials, more information about digital items and interlibrary loan practices.
 - The section regarding the process for filing complaints about library materials was edited to sound less judgmental.

A motion to approve the changes to the Materials Selection Policy was made by Mark Orton and seconded by Charlie Wittingham. Vote to approve was unanimous.

- Policy approval needed—Bulletin Board and Pamphlet Area Policy
 - This policy explains what can and cannot be posted and made available in these areas.
 - There was a discussion about making it clearer that the staff has the right to remove materials that are out-of-date.

A motion to approve the Bulletin Board and Pamphlet Area Policy, with the added line about removing out-of-date materials, was made by Carol Pledger and seconded by Michael Grisham. Vote to approve was unanimous.

- We have new portable AV equipment (speaker system, mic, etc.) through the Library of Local project that we can use for library events/programs/etc. and that we can lend to community groups.

- The CCLA is now incorporated and applying for 501(c)(3) status, which will help the association to get grants to support collaborative efforts.
- Emily sent out an email about the CCLA table at the Columbia County fair. All weekday slots are filled but we need someone to table on Labor Day weekend. Emily will nudge/send a reminder email since it's ideal to sign up sooner than later.
- Trustee education dates are coming up. They'll be the last dates before summer, and then will start up again in the fall. They're mostly offered online and recordings are available.
- Gary mentioned that if the federal government recognizes Juneteenth, we should close on Monday if Juneteenth is a Sunday. After some discussion, it was decided that we'd look into revising the holiday policy at a later date to close the library on Mondays when a holiday falls on a Sunday, and potentially on Saturday-falling holidays. For now, we'll just vote on this Juneteenth.

Motion to be closed on the Monday after Juneteenth was made by Charlie Wittingham and seconded by Gary Sheffer. Vote to approve was unanimous.

Committee Reports

Board Development: Caitie Hilverman

- Greenport Family Day is this Sunday at the Greenport Park.
 - Crystal got a ton of donated items to raffle.
 - Thanks to Kris and Julia Shields for making this event happen.

Marketing and Fundraising: Charlie Wittingham, Bill Stenehjem

- Annual Gala is June 17.
 - The deadline for sponsoring was May 16, but we can sell tickets up to the end. We're at \$44,230 now and 138 seats purchased. You can pick up invitations to sell at the library.
 - Next focus is volunteers. On the night of the event, the board members should be meeting and greeting. Julia will email out the roles that need to be filled so everyone can help find people.
- 414 vote update
 - We're not seeking a 414 from Greenport this year. We have \$7,000 from Greenport annually now, and we have been told that we can get an additional \$8,000 from the Town Council and avoid the cost and labor of doing a 414 this year.
 - We'll need to make a presentation to the Greenport Town Council and tell the town patronage the financial breakdown of what we're looking for next year.
 - Kathy Eldridge, the Supervisor of Greenport, supports getting more funding for the library.
 - Michael proposed that we revise our plan that we voted on last month—no 414 ask in Greenport, and \$100,000 addition to Hudson

The motion to change our planned 414 amount was made by Michael Grisham and seconded by Mark Orton. Vote to approve was unanimous.

- Discussion followed about whether dropping Greenport from the 414 could doom the effort in Hudson and if we're certain about legality.
- The committee agreed to regroup and iron out the details of the new budgeting strategy.

Ghostly Gallop: Gary Sheffer

- We have a committee meeting on Tuesday. We have four people on the committee!
- The race is Oct 30, right before the 414 vote in Hudson.
- We're trying to make this a family event. There will be a costume contest, book giveaway, and a kids' fun run.

History Room: Gary Sheffer

- Tomorrow night at 6:00 there's a Spaces of Enslavement author talk.
- June 9 at 6:00: a discussion of indigenous enslavement in NY and NJ.
- Interviewing the Chief of Police on Monday about a monument going in behind the police station.
- Saturday hours are resuming and we have a new volunteer.

Friends of the Hudson Area Library Report: Mark Orton

- Mark volunteered to be the board rep for the Friends group
- The Friends have just shy of \$50,000 in the bank.
- The Book and Bake sale is June 3-5
- Mark will be in touch with Julia to make his role more concrete with them.
- Janet mentioned that we need a slate of officers other than Julia and she needs to be officially elected..

New Member of the Board of Trustees Vote

Motion to add Ryan Kelly to the Hudson Area Library Board of Trustees was made by Bill Stenehjem and seconded by Julia Black. Vote to approve was unanimous.

New Business

None

Motion to adjourn by Mark at 7:11 pm and seconded by Julia Black. Motion passed unanimously.

Dani French
Recording Secretary

Date of approval