



## Board of Trustees Monthly Meetings

**Date:** April 21, 2022

**Location:** Zoom

### **Trustees Attending:**

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

### **Excused:**

**Absent:** Kimberly Erwin

**Staff Attending:** Emily Chameides (Director)

**Others Attending:** Crystal Jeffs, Julia Shield (Friends)

Meeting was called to order by Caitie Hilverman at 6:02 pm. She welcomed trustees and guests.

Crystal Jeffs visited the meeting as a potential new trustee.

- Crystal moved to the area last summer and is looking for a long-term volunteer opportunity that's tied to the community.

*Motion to add Crystal to the Board of Trustees moved by Mark Orton and seconded by Charlie Wittingham. Motion passed unanimously.*

Julia Shield is the new president of the Friends of the Library.

- Julia has been enjoying the library for many years and feels a civic duty to give back to Hudson.

*Minutes from the March monthly meeting were reviewed and approved by a motion from Mark Orton and seconded by Charlie Wittingham. Vote to approve minutes was unanimous.*

## **Reports**

### **President's Report: Caitie Hilverman**

For the President's Report, Caitie announced that she'd be going around to everyone in the group to see what committee they'd like to be a part of and adding them to [the committee list](#).

### **Treasurer's Report: Michael Grisham**

- Total expenses for the month were \$45,000; through March we have spent 20% of our operating budget
- Nothing out of the ordinary this month.

- We front-loaded our insurance payment.
- We don't expect to spend much more of the furniture budget any time soon.
- Charles asked how the total budget is calculated because of the 414 initiative and needing to know which percentage comes from public funds. Is the budget calculated on total operating income? (Answer: yes) Emily will get Charlie a breakdown of what portion of our "public funds" are local to Hudson and Greenport.

*A motion was made to approve the Treasurer's Report by Liz Dickey and seconded by Bill Stenehjem. Vote to approve the report was unanimous.*

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

### **Director's Report: Emily Chameides**

- Reviewed the tool policy for the Library of Local kiosk.
  - The borrower agreement covers the process of borrowing tools, what's expected, what's not expected.
  - Emily showed some of the tools for lending as well as the seed types.

*A motion was made to approve the Borrower Agreement and Guidelines for the Library of Local Tool Library by Charlie Wittingham and seconded by Michael Grisham. Vote to approve the agreement was unanimous.*

- Reviewed the Internet Access Policy.
  - Highlighted changes: added points about internet safety and sharing personal info online. Added some more tech details about how info is deleted when the computer is rebooted.

*A motion was made to approve the updated Internet Access Policy by Mark Orton and seconded by Carol Pledger. Vote to approve the policy was unanimous.*

- There's been some progress on the facilities updates mentioned in the last report.
  - We're waiting on quotes, delayed shipments, etc.
  - New phones are coming in with scheduled dates for installations.
  - We need a handyman—let Emily know if you know someone.
- Some board members brought up book banning.
  - Emily mentioned the Unite Against Book Bans Campaign. You can find info there and on social media. Staff have been putting frequently challenged books on display.
  - Gary mentioned that he heard that book-banners are coming for streaming services like Kanopy and have been asking for libraries to censor. Emily has seen discussions about Hoopla (which is less curated) but hasn't heard any concerns locally about Hoopla or Kanopy.
- Thanks to everyone who advocated for State funding for libraries. There's still time to advocate for federal funding. The document that Emily emailed to everyone has clickable links.
- Trustee Education
  - Trustee handbook book club dates are coming up. The recordings can be found on YouTube.
  - We can get the handbook in a print version if you want one. It's also available online for free.

## **Committee Reports**

### **Board Development: Caitie Hilverman**

- This committee is being revamped and needs a new chair. Let Caitie know if you're interested!
- We have three open trustee seats that we are interviewing for. Our flyer campaign is working!

### **Marketing and Fundraising: Charlie Whittingham, Bill Stenehjem**

- Miranda is planning an advisory board dinner
- Sunday, May 22 is Greenport Family Day. 11:00am—3:00pm at Greenport Park. Free books, stories, and a food truck. We'll talk about the library, our programming, and get 414 signatures.
  - AnnaMaria suggested that we remind people that the library is not fully funded.
  - The Hudson Book Festival is giving us 200 books for Family Day.
- Friday, June 17 is the Gala on Ken's farm.
  - Julia: We've been reaching out to Gala and library supporters and got \$29,000 in sponsorship.
  - We can fit about 120-150. Invites went out today.
  - Emily has invites for each board member to hand out. We'll have a list to make sure there are no double-ups. Emily will make a Google sheet. A digital notification will go out to everyone who is subscribed to the newsletter.
- The 414 campaign
  - We're going to vote on the amount we're going to ask for from Hudson and Greenport. Once we approve the amount, then we will put that into a formal petition.
  - We're going to petition over May, June, and July, and hopefully we'll have gathered the required signatures by early July.
  - We need a minimum of 244 votes in Hudson, 179 in Greenport.
  - We're going to shoot for 50% more signatures than we actually need to cover fallout (duplicates, non-valid signatures, etc.)
  - We'll have tables at Shop-Rite and community events. Charlie is working on signage and a one-pager. Trustees cannot tell someone how to vote; they can only inform them of what we're petitioning for. We can provide as much information as possible. You have to be a registered voter in the town you're soliciting from.

### **Program Committee: Liz Dickey**

- Tracy shared a calendar of events that will be the focus. Events are mostly in the summer and fall.
- Committee members will attend programs and become connected to our programming and library community.
- Committee will meet quarterly. Overhead will be low.
- You can be part of the committee even if you only attend very few programs

### **Ghostly Gallop: Gary Sheffer**

- Permit applications will be filed soon.
- Gary will get the committee together soon to begin thinking about the event.

- Committee will need to work on the costume contests and kids' events.

### **History Room: Gary Sheffer**

- Saturday morning hours begin in May.
- We have one new volunteer to help us there and do some archiving.
- May 7: Reception and program on Albany Hudson Electric trains. 6pm: Virtual program about history of slavery in Dutch NY (author book signing).

### **New Business**

#### **An annual award to honor a long-term supporter of the library (Gary)**

- There are so many folks who have helped out the library so much over the years.
- We'd have to put together a nominating process and the board would have to select a winner annually. In the future, we could put the granting of the award in the invitation.
- These sort of awards are common practice at large fundraisers.
- Gary will put together a process for nomination and voting.
- Caitie asked if library supporter means financial support, or volunteer support. Gary said that we'll have to define it. Could also involve longtime board or Friends members.

#### **Voting on 414 amounts (Charlie)**

- Amounts that we vote for in the 414 are part of our budget in perpetuity.
- Charlie proposed two initial asking amounts:
  - Hudson: an additional 50,000 from the voters for our budget (total of 300k)
  - Greenport: 10,000 (going modest since we've been voted down before). They've been giving 7,000.
- Michael suggested we ask for more money from Greenport.
- Liz asked about the total operating budget for the year. (Answer: \$650,000).
- Gary also suggested more of an ask considering how much work goes into the 414.
- There was some confusion over whether the new Greenport amount is on top of the current 7,000 or replacing it. Michael clarified that we want an amount of 15,000 or 20,000 annually from Greenport.
- Gary suggested we try to get a little more from Hudson. Inflation is an issue, but maybe not for the supporters in Hudson and suggested a 75k increase.
- Charlie said that we go for 414 so irregularly and that's why the ask is conservative. The last 414 vote was in 2017. Hudson passed by about 67%. We missed by a few votes in Greenport.
- Bill suggested a total for Hudson of 350k (100k more)
- Julia asked if we had a household breakdown that we can bring to voters. Charlie said not yet, but it's important data for us to get.

- Mark said that the library gets about 32 dollars per person currently in Hudson. He was also in favor of pushing for more money from Greenport.
- **Amended proposal:** \$100,000 increase in Hudson for a total of \$350,000. \$20,000 ask in Greenport.

*A motion to approve the proposed 414 asking amount was made by Bill Stenehjem and seconded by Michael Grisham. The motion was approved unanimously.*

### **Friends of the Hudson Area Library Report: Julia Shield**

- Julia is new to the role and in the learning phase.
- Looking forward to organizing her first Friends meeting and the Greenport Family Day.
- Will have more to share next time!

*Motion to adjourn by Mark at 7:25 pm and seconded by Michael. Motion passed unanimously.*

Dani French
<b>Recording Secretary</b>

May 19, 2022
<b>Date of approval</b>