



Board of Trustees Meeting Minutes

Date: January 20, 2022

Location: Zoom

Trustees Attending:

Mark Orton (President), Caitie Hilverman (Vice President), Michael Grisham (Treasurer), Dani French (Secretary), Jessica Almeleh-Frazer, AnnaMaria Assevero, Miranda Barry, Elizabeth Dickey, Kimberly Erwin, Kenneth Kraus, Gary Sheffer, Kris Weiss, Charlie Whittingham

Excused: Carol Pledger

Absent: Bill Stenehjem, Julia Black

Staff Attending: Emily Chameides (Director)

Others Attending: Janet Miller

Meeting was called to order by Mark Orton at 6:05. He welcomed trustees and guests.

Minutes from the December 2021 meeting were reviewed and approved by a motion from Bill seconded by Gary. Vote to approve minutes was unanimous.

Reports

President's Report: Mark Orton

- Thanks to Caitie for producing the new [Board pages](#) of the HAL website!
 - Thanks to everyone for submitting bios
 - If you see any errors, please report them to Mark.
- [Conflict of Interest and Confidentiality Policy](#)
 - This is required by state law. Please fill it out and email it to Dani (danigram@gmail.com).
- Liz is going to chair the Program Committee.

Treasurer's Report: Michael Grisham

- [January Report](#)
- Came through with a profit for December: collected 100% of budgeted income (110% with PPP funds) and spent 91%.
- No unusual expenses other than foundation grants—funds will continue to be spent into next year
- Donations and gifts came in over budget for the year, which is remarkable considering the lack of in-person fundraising events (but also a drop in fundraising expenses)
- Over budget in supplies—no particular reason attributed to this
- Employee health insurance came in under budget—some employees went onto spouse's plans

- Miranda noted that we had two fundraising campaigns back to back (Balderdash Bash and Annual Event) and we were worried we'd get less in the annual appeal—can we break out the earnings for the two events?
 - Michael said they were both successful

A motion was made to approve the Treasurer's Report by Charlie and seconded by Miranda. A motion to approve the Profit and Loss Detail for December 2021 was made by Miranda and seconded by Caitie. Both motions were approved unanimously.

2022 Budget Proposal: Michael Grisham

- [Budget proposal](#)
- Income areas of note:
 - Fundraising: Returning to pre-Covid amount
 - Restricted funding: Carrying over \$74,000
 - Donations and gifts: Hoping to do better this year than last
 - Public funds 7% less than last year's budget
 - Lower because there's no guarantee we'll get the same funding from State sources as last year and it's better to be pleasantly surprised than over budget
 - Total income budgeted for next year: **\$684,136**
- Expenses areas of note:
 - Less money on furniture and equipment since lower level is now complete
 - More money on payroll due to employee raises
- General discussion points:
 - Plans for earmarked rollover funding include programming, administrative staff and support, shades for the new space, and some additional shelving for the A/V section.
 - Kim asked why the budget and expenses are equal. Are we looking to save anything? Michael explained that no, we spend with an expectation of fundraising, funding, and gifts and as a nonprofit we're not allowed to have a large balance of cash.
 - Mark pointed out that the budget has tripled since we moved into the new space but the budget has remained sustainable and Emily has done an outstanding job.
 - 47% of public funds comes from taxes, and then there's foundations and personal donations
 - Miranda mentioned that we have two large grants from or with support from members of the Advisory Board: Eutopia Foundation and the Home for the Aged.
 - We will be voting on the budget in March.
- Proposal to raise Emily's credit card limit
 - Michael mentioned that Emily's current credit card limit (\$5,000) was not enough to cover the equipment she needs to order. Proposed that this one month only we should raise it to \$10,000.

The motion to expand the credit card limit to \$10,000 for one month was made by Michael, seconded by Charles.

- Miranda mentioned that we should just do this permanently.

Michael revised the motion for a 4-month \$10,000 raise in limit. The motion was seconded by Kimberly and was approved unanimously.

Director's Report: Emily Chameides

- [Director's report](#)
- "All Library Staff" have been named Librarian of the Year by Library Journal. Emily shared her gratitude for our library team and encouraged the trustees to thank them for their hard work!
- New staff member joining, as well as a new intern and some shifting in AmeriCorps workers.
- [Lending rules](#) were updated for the first time in a long time. Highlights include no more daily late fees, adjusted movie rental times, online cards, and auto-renewals.
- Kimberly asked about the availability of the BLACC oral history videos and if they'll be available on the website. Emily confirmed.

A motion was made by Charlie to approve the new lending rules. The motion was seconded by Liz. Motion was passed unanimously.

Committee Reports

Board Development: Caitie Hilverman

- In March we are losing 2 members (Miranda and Ken) and will have 4 vacancies.
- Caitie met with Charlie about advertising about trustee positions. Let's get anyone interested to come to a meeting and see our landing page.
- Mark is stepping down and Caitie will be president. We will need a vice president. You will cover for the president when needed and will sit on the executive committee.
- Caitie revamped all the committee descriptions and will send them around when they're finalized.
- New members will need to join a committee.

Marketing and Fundraising: Miranda Barry, Charlie Whittingham, Bill Stenehjem

- Marketing and Fundraising was combined into one committee. Volunteers needed for a variety of initiatives: a live gala event, Valentine's Day promotion, and a live art auction.
- Charlie mentioned doing one fundraiser per quarter.
- We'll be going to both Hudson and Greenport for 414 campaigns (vote is in the spring). Will require signatures and petitions.
- Bill asked about Hudson/Greenport voting breakdown. Around 70% of Hudson voters voted for 414 and the vote failed in Greenport.
- Miranda reminded us that as trustees, we can't do anything political on behalf of the library. We need to ID ourselves as the board, but mention that we're speaking as a community member.
- Kimberly asked about having a block party to get the community involved.
- Liz mentioned that we can roll fundraising initiatives along with programming.
- Charlie: We can have a presence in Greenport events and bring talking points
- AnnaMaria: Mentioned idea of adding little libraries to Greenport.

Program Committee:

Emily talked about Tracy's program report

- Crafting for Money went well, it was a small group which worked well since we have a limited number of sewing machines.

- Wendy (staff member) is doing a Lunar New Year program with Covid-safe dumpling-making.
- Adult Spanish classes adding a beginner-beginner level.
- Kimberly asked about any Black History Month events and if they're being showcased on the website and suggested we do so.
 - Emily hopes to be able to launch the Black Legacy site in February. The listening event is in early March. Additional programs are also planned.

Ghostly Gallop: Gary Sheffer

- The live Ghostly Gallop is 10/30.
- Gary is hoping to get us in the Grand Prix in the Adirondack region again to boost participation.
- Ideas needed for family engagement. Costume contest? Prizes? Let Gary know.

History Room: Gary Sheffer

- Event next Thursday with Leisler Institute: Fanatic or Martyr?
- There are now more postcards for the postcard collection.
- For the website—do you know anyone who wants to write local history for the site (Hudson and Stockport). We want to keep the site dynamic.
- Charlie: The space on Warren Street (storefront where the Winter Walk display was) letting us do another community post to help us sell library merch.
- We got a free ad on [Gossips of Rivertown](#) to promote merchandise.

Friends of the Hudson Area Library Report: Janet Miller

- The book and bake sale originally scheduled for February was postponed. Hoping for late spring/early summer.
- Purchase a specific reusable bag at Hannaford's in Livingston ("good karma") and the Friends will get a dollar during the months of January and May.

New Business

None mentioned

Motion to adjourn by Kimberly at 7:12pm and seconded by Bill. Motion passed unanimously.

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| Dani French |
| Recording Secretary |

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| February 17, 2022 |
| Date of approval |