



## Board of Trustees Monthly Meeting

**Date:** December 15, 2022

**Location:** Library Community Room

### **Trustees Attending in person:**

Dani French (Secretary), Julia Black (Vice President), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Kimberly Erwin, Linda Friedner, Richard Garmise, Crystal Jeffs, Mark Orton, Carol Pledger, Gary Sheffer, Bill Stenehjem, Kris Weiss, Charlie Whittingham,

**Excused:** Elizabeth Dickey, Caitie Hilverman (President), Ryan Kelly, Maddie Meehan

### **Absent:**

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

### **Others Attending:**

Meeting was called to order by Julia Black at 6pm. She welcomed trustees and guests.

*A motion to approve the November minutes was made by Michael Grisham and seconded by Mark Orton. Vote to approve minutes was unanimous.*

## **Reports**

### **President's Report: Julia Black on behalf of Caitie Hilverman**

- Happy Holidays!
- Introduced the resolution to override the tax cap for 2023.

*A motion to approve the resolution was made by Mark Orton and seconded by Kimberly Erwin. Vote to approve the resolution was unanimous.*

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

- Through November, we collected 84% of our annual budgeted operating income and spent 82% of our budgeted operating expenses.
- Total receipts were \$13,002.
- Total Expenses were \$58,210 for the month.
- Summary for the Ghostly Gallop: total expenses \$5,350. The revenue will be reported later.
- Budget report: nothing unusual other than professional fees—we're on track. We need to come up with a final annual budget soon; to be approved at the annual meeting in March. A Finance Committee meeting will be scheduled to discuss.
- Goals for the 414 funding: Potential extended hours for Monday, Tuesday, and Thursday.
  - There's no restriction on how to use 414 funding. We can make a more sustainable budget and take some of the burden off of fundraising.

- Mark said we should take note of the per capita expenditure and compare it to national numbers.
- Kimberly asked how evening programs are paid for. Emily responded that often the library is closed for those programs and it's just Emily, Tracy, and/or Brenda staying late. Kim asked about community room rentals and Emily said that people pay a space fee, and the extra staffing is just part of the fee. For example, renting the room for a private work training or birthday party.

*A motion was made to approve the Treasurer's Report by Charlie Whittingham and seconded by Linda Friedner. Vote to approve the report was unanimous.*

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

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

- Personnel report
  - A staff member is on medical leave with no set date for return.
  - The Americorps worker found out her term was over. Emily is trying to find another source of funding to keep her in the children's area and History Room since she is a valuable team member and bilingual.
  - Nina Boutsikaris is working in the History Room doing some archiving on a contract basis. Currently working on map collection.
- Exhibits
  - Stop by 323 Warren to see the History Room exhibit that was put up for Winter Walk.
  - The Ecotopian library section has new signage (Mark is happy). It's much more user friendly, so check it out.
  - Something to keep an eye out for: each trustee is required to do 2 hours annual trustee education for the year of 2023. Online training can count towards your hours. You can do other training as well—anything related to library trustees. You'll get an email tomorrow about the training platform. There will also be an online training platform geared towards staff.
- Stay after the meeting if you can to sign annual appeal letters. Get some done before Wednesday if possible.

### **Board Development: Dani French**

- We held retros this month for the 414 campaign and the Ghostly Gallop, which were very productive. More on that later in the meeting!
- The Board Directory is almost completed—please help fill in missing info.
  - The purpose of the directory is to keep track of attendance and board tenure, but also be used to help trustees contact each other and know who is working on which committees, and other helpful info.

### **Programming Committee: Liz Dickey and Maddie Meehan**

- Liz and Maddie are absent, so Emily will email the December program updates.

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

- Brenda says thank you for the Winter Walk window.
- We had a meeting with the First Presbyterian Church and we're going to acquire their historic records.
- Our local map collection is now archived.
- The urban renewal collection is now archived. All are available online.
- Kelly Draushuk and Gary are working on an exhibit about the SPOUT whale for the spring in the

Community Room.

- Digitized images from the Black oral history collection are on the website.
- We have CTSNY funding for further Hudson urban renewal records to be collected and digitized.

**Ghostly Gallop: Gary Sheffer**

- Some prizes to send out to people.
- The retro was excellent! Went through all the details and what to approve. Gary will provide all the needed contact information. Michael helps reach out to all the Greenport folks. Ryan and Crystal made a plan to meet and start planning for the next year soon after the holidays.

**Marketing and Fundraising: Charlie Whittingham**

- Productive retro on December 1 for the 414. Resulted in lots of discussions about data that we need.
  - Working on an outline for the playbook that we can make repeatable processes.
- In January, we'll resume the marketing and fundraising committee and will come up with a schedule for the year and lay it out for the board. Let Charlie know if you want to join and be in the meeting on January 17.
- Charlie suggests that we not run the Valentine's Day promotion this year because it's too much work with not much return.
- 2022 was generally a successful year with top line revenue goals met. Expenses were a little bit higher than the budget.
- Thank you to everyone!

**Friends of the Hudson Area Library Report: Ryan Kelly**

No December meeting.

**New Business/Public Comments.**

Kimberly Erwin wanted to know if there's a Trustee calendar and the board was reminded about the Google calendar.

*Motion to adjourn was made at 6:37pm by Mark Orton and seconded by Bill Stenehjem. Vote to adjourn was passed unanimously.*

Dani French, December 15, 2022
<b>Recording Secretary</b>

January 26, 2023
<b>Date of approval</b>