



## Board of Trustees Monthly Meeting

**Date:** January 26, 2023

**Location:** Library Community Room

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

Julia Black (Vice President), Dani French (Secretary), Michael Grisham (Treasurer), Linda Friedner, Richard Garmise, Crystal Jeffs, Mark Orton, Gary Sheffer, Bill Stenehjem, Kris Weiss, Charlie Whittingham, Elizabeth Dickey, Ryan Kelly, Maddie Meehan

**Excused:** Kimberly Erwin

**Attending on Zoom:** Caitie Hilverman (President), Carol Pledger, Jessica Almeleh-Frazer,

**Absent:**

**Staff Attending:** Emily Chameides (Director), Brenda Shufelt (History Room Coordinator)

**Others Attending:** Wesley Brown, Dr. Stephanie Royal

Meeting was called to order by Caitie Hilverman at 6:01 pm. She welcomed trustees and guests, and introduced our prospective trustees in attendance.

- Wesley has been part of the community for 2 years, lives here with his fiance and small dog, and runs a personal training business.
- Dr. Stephanie Royal knows Kimberly through mutual friends, and works at Robin Hood foundation. She has past experience in investment banking and teacher training.

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

## **Reports**

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

- Emily and Caitie talked about having more flexibility for in-person and remote meetings. We have to have an in-person quorum for votes, but sometimes Covid surges happen and impacts trustee attendance.
- Caitie read and explained the proposed addition to the bylaws with the new attendance requirement.

*A motion to approve the addition to the bylaws was made by Charlie Wittingham and seconded by Bill Stenehjem. Vote to approve minutes was unanimous.*

- We're forming a new 414 committee that makes moves in off years to assess canvassing and budget needs, and to engage residents throughout our service area. Caitie will send an email about this after the meeting.
  - Mark asked if we followed through on writing up 414 procedures. Charlie confirmed he is working on an outline of the playbook.

- Linda asked if we would need to do signature collection again. Charlie said yes. Emily mentioned advocacy at the state level to require association libraries provide only 25 signatures to get on the ballot. Also discussed advocacy done by NYLA, MHLS and CCLA.
- Smaller and more frequent 414 asks may make more sense in the future.
- Linda asked if the library budget has to be approved yearly like the school budget? The Board approves the budget annually. The voters approve or vote down increases when there is a ballot measure, but the vote is only for an increase to the municipality's contribution, not for the budget itself.
- Gary has provided a fleshed-out plan for honoring someone annually at the Fundraising Gala, aka "the Lion of the Library." This is to honor people that have supported the library, but also market the event. The board will nominate people and the executive committee will make a decision.
  - Richard suggested honoring someone who has made a lasting impact on the library and community, and also a corporate honoree as a way to bring in business involvement.
  - Caitie suggested a goal to vote on the nominees by March.
  - A fun discussion about the library lions ensued.
- We have several board vacancies coming up. Carol, Mark, Gary, and Charlie will be leaving in March. The Board Development committee is working on recruiting. Miranda Barry might be joining us again.

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

- EOY report: we collected 90% of budgeted income and spent 92% of budgeted expenses
  - There's a line in the detailed report about restricted rollover funding. That was carried over from the year before and set aside and has to be spent on certain things. Some of our expenses will be taken out of that amount and that will put us pretty much in balance.
- In December: \$33,729 in receipts. \$66,740 in total expenses. Notable in Income for the Month:
  - \$2,000 from Holtzman Family Foundation and \$3,500 from Evelyn Bordewick Charitable Fund
  - \$3,000 from D.A. Ronsani (Ghostly Gallop sponsor)
  - \$6,500 from Literacy Connections space fee
- This year's budget is on the way.

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

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

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

- Discussion about the proposed update to the computer use policy, which hadn't been updated since 2012. Our recent practice had not been in line with this policy and now that we are starting to get back to normal, it seemed an appropriate time to review. Some key changes:
  - Specifies session limits: 1 hour of public computer time per day, with up to 2 extensions if there's space available. (prior policy was for one hour only and did not include extensions)
  - Includes specified timing around the locking of computers, for when you need to take a break (no mention in prior policy of this function)
  - The first page is free to save staff and patron time. (No free pages in 2012 policy. We also want to look into the 25 cents per page printing cost and if that's the right amount—waiting for the budget to be finalized.)

We currently have 6 computers that are open on the main floor and 3 in the Teen Room that are

frequently used. Pre-pandemic we had 12 on the main floor and 5 in the Teen Room, but have left some “out of service” due to social distancing. Use has been picking up recently.

*A motion to approve the new computer use policy was made by Michael Grisham and seconded by Mark Orton. Vote to approve the policy was unanimous.*

- Personnel updates
  - One staff member is on medical leave and they should be returning soon and we’ll work with them to be accommodated.
  - Lue Whelan is leaving in a few weeks (bookkeeper) and has been training the admin assistant in Quickbooks and other processes. We want to find a professional bookkeeper or accountant who can review her work monthly or quarterly. Mark asked if the position would be volunteer. Emily said that it would be paid, but that we would be open to a volunteer.
  - Israt is back and starting at 15 hours a week. Mostly in children’s area, but also helping Brenda in the History Room
  - Merry was a pre-pandemic volunteer and is starting up again next week.
  - Nina Boutsikaris and Sara Black (contract) are both working on scanning projects in the History Room, along with Elaine (volunteer) and Patty (SCSEP worker).
- Current exhibits
  - Operation Unite intergenerational photographs in the Community Room.
  - Brenda and Sue installed the hallway exhibit featuring materials from the Black Legacy Association of Columbia County collection.
- Annual report to the state is due soon. Emily will be deep in statistics.
- New trustee handbook sessions have been posted.
- MHLS survey post COVID statistics: all seem in line with what we’re experiencing at Hudson, though we’re seeing an increase in print books being borrowed

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

- Our recent committee meeting focused on recruitment and onboarding practices.
- We’re looking into standardizing our interviewing process and starting a trustee buddy system.
- We’re doing follow-ups to make sure the playbooks are filled out.
- Crystal suggested that we buddy up not so new folks with.
- Discussed doing outreach for recruitment in other local newsletters and content areas.
  - Wesley suggested [visithudsonny.com](http://visithudsonny.com) might be a resource for a newsletter.

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

- Tracy could use help putting together a directory of businesses.
- We’re trying to figure out more ways in which we can sustain involvement in the community
- We’ll send more specific and targeted programming asks in the weekly digests.
- Gary suggested forming a relationship with the Chamber of Commerce or the Hudson Business Coalition to help facilitate a list of businesses.
- We should all be plugging library events wherever we can (social media, etc.)
- We’re good at operationalization events, but we should work on having parallel involvement with community events
- Surveying was discussed: there’s a benefit to gathering info to help serve the community, but it’s difficult to get people to engage with the survey, as well as board involvement in data collection.

### **History Room: Gary Sheffer (Presentation by Brenda on 2022 activities)**

- It’s amazing that a library our size has a dedicated history room. People in Hudson love our history.

Pre-COVID we'd have up to 100 people at local history talks. Gary has a wonderful vision.

- We now have 10 monthly programs.
- We had 91 history room appointments this year. We have free online research requests. Research requests can take up to 20 hours.
- Anything we've recorded we have at least 20 online views of, many over 100. Gary's recent talk has 131 online views.
- Resources include an entire book collection for library use only that's dedicated to local history and archives. We archived a huge Urban Renewal collection and people are already utilizing that. We have a lot of websites and scanned materials.
- We had 166 volunteer hours this year. 4,300 visits to the history room website.
- Goals for 2023
  - Raise funds, while making sure we're not pulling from the library donation pool
  - Increasing sales in the shop
  - Make sure we're serving Greenport and Stotville.
- Polar Plunge is on March 4! We're putting together a History Room team.
- Gary noted that people are starting to come and give us their memorabilia, but it takes space and staffing to catalog, so we have to think about the future of the history room.

**Ghostly Gallop: Gary Sheffer**

- Had a great call with Ryan and Crystal, and we're in great shape. We have a date—Oct 29.

**Marketing and Fundraising: Charlie Whittingham**

- The Gala event is not nailed down yet. Working date is June.
  - Julia noted that the Hudson Hall team is also looking at a date in June for an event, so we need to get moving.
  - Helsinki is a good possibility. Mark is going to reach out immediately.
- Blind Date with a book fundraiser is coming up. Friends are supporting. Caitie is leading this and will reach out with more info.

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

- New friend has joined, John Reed.
- Treasurer's balance is \$6,800.
- The next Book & Bake Sale is March 17 and 18.

**New Business/Public Comments:**

None

*Motion to adjourn was made at 7:21pm by Mark Orton and seconded by Charlie Wittingham. Vote to adjourn was passed unanimously.*

Dani French, January 26, 2023

**Recording Secretary**

February 16, 2023

**Date of approval**