



## Board of Trustees Monthly Meeting

**Date:** February 16, 2023

**Location:** Library Community Room

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

Caitie Hilverman (President), Julia Black (Vice President), Dani French (Secretary), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Richard Garmise, Crystal Jeffs, Mark Orton, Carol Pledger, Gary Sheffer, Bill Stenejem, Kris Weiss, Elizabeth Dickey, Maddie Meehan

**Excused:** Linda Friedner, Ryan Kelly, Charlie Wittingham

**Absent:** Kimberly Erwin

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

**Others Attending:** Miranda Barry, Janet Schnitzer, Lloyd Koeding, Michael Leighton

Meeting was called to order by Caitie Hilverman at 6:04 pm. She welcomed trustees and guests.

*A motion to approve the January minutes was made by Maddie Meehan and seconded by Mark Orton. Vote to approve minutes was unanimous.*

## **Reports**

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

- We're establishing the 414 committee that will be chaired by Liz Dickey. Stay tuned for updates!
  - There's a statewide initiative to get the required signatures to appear on an election ballot down to 25 which will take a large burden off the board.
- Richard and Gary have been working on the Lions of the Library award that will be given at the Gala. The plan will be given to the Executive Committee to review. Caitie will send a version to everyone to comment on and give additional feedback.

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

- Preliminary budget used as an overview of where we are. Financial committee meeting on the 21st, followed by the executive committee.
- Month in Review
  - Through January, we collected 57% of our preliminary annual budgeted operating income and spent 7% of our preliminary budgeted operating expenses.
  - Total Receipts were \$378,820 for the month.
  - Notable income for the month:
    - In grants, \$5,000 from Berkshire Taconic Community Foundation for Community Quilt

project

- In Ghostly Gallop Sponsor, \$500 from DeWayne A. Powell
- Total Expenses were \$48,239 for the month.

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

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

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

- Working on updating the meeting room policy, disaster policy, and the employee handbook.
- Personnel updates
  - One team member is still on medical leave, and we've had a number of employees out sick or for other reasons lately and lots of shift covering.
- Upcoming events
  - Event for historic map collection opening.
  - Ecotopian collection: We have new materials funded by Eco Toolshed, which will be available onsite for much of the year and then will be available for onsite use at the Nack Center from June 1-Oct 1. We have a collaborative event with Eco Toolshed on March 1 that will be a paint-making demo and painting session.
- The annual report is due to the state tomorrow. Emily will send everyone a draft tomorrow morning. Grateful to everyone who has helped.
- NYLA Advocacy Day is Feb 28 and will be a hybrid event. Emily will let us know the schedule. We'll go up to Albany to meet with Didi Barrett and Michelle Hinchey and advocate for libraries. No bus this year to Albany, but Emily can help arrange rides.
- Maddie asked if we could use the testimonials from the interactive exhibits on social media.
- There's a 1,000 piece community puzzle in the works in the library.

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

- Education opportunity: Emily emailed about the Berkshire Taconic Community Foundation Board leadership workshops. Virtual, 18 sessions between March and May. Let Emily know if you're interested and tell Emily if you complete your mandatory trustee training.
- Caitie, Ryan, Maddie, Liz, Jessica all owe conflict of interest forms for 2023.
- Trustee recruitment! Personal recommendations are still welcome, but let's revisit the flyering idea but maybe target Stottville and Greenport.
- Opened up to ideas to group
  - Flyering in Stottville Town Hall and post office.
  - Asking folks with a connection to the school districts. Kris may have some connections.
  - Julia suggested canvassing our database of donors.
  - Mark volunteered to talk to the Chamber of Commerce.

### **Programming Committee: Maddie Meehan**

- Liz is stepping down as co-chair so she can chair the 414 committee.

- Maddie met with Tracy to expand the reach and target specific audiences for programming events, and also to make sure we're using the connections and expertise of our trustees in the most effective means possible.
- Started thinking about the summer reading program and who we might ask for donations. Lottery. Kris is going to make suggestions based on Greenport Family Day last year.
- More specific event news: Chocolate in the Hudson Valley had 60 people attending. There was a Love is Love party for teens. Tracy learned a lot and it was a hit with the kids.
- Next Saturday is the Community Care Clinic for ear acupuncture.
  - We'll do a live poll of attendees about the clinic and how they heard about it. We'll apply the learnings and will do the same for storytime on Thursday afternoons.

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

- We've got some things on our next agenda such as future exhibits (SPOUT) along with merchandise.
- We're taking in papers from First Presbyterian Church which has a lot of history including ties to Frederic Church.
- Anti-slavery program through CCLA on Monday.
- For SPOUT, Gary is working with Kelly Drahushuk and thinking about some fun merch, such as temporary tattoos.
- Richard asked about animal statues for businesses to decorate (e.g. Cats in Catskill). Janet explained that this was a Council of the Arts initiative years ago and whales weren't allowed; Hudson had dogs.
- Maddie suggested SPOUT socks. Mark mentioned the giant whale from the parade.
- Janet noted that SPOUT was a really big deal at the time (mid to late '70s and '80s) and it had a big impact on the community.

### **Ghostly Gallop: Crystal**

- We decided to update the logo to not have the year in it so it's evergreen.
- Ryan was able to get the ad in the Register Star set up.
- Crystal and Ryan are mapping out timelines and getting things ready.
- Caitie wants to get a fundraising calendar in place so we know what needs to be done when.

### **Marketing and Fundraising: Caitie on behalf of Charlie Whittingham**

- Blind date with a book
  - We're only asking for \$5 for each book and we're at \$300 so far. The Friends have talked about doing this as a regular fundraising event. We're selling at the front desk and multiple locations around town. Folks Venmo and donate cash.
  - We have books at Hudson Hat Store, Friendly City, KS Fitness, etc. We have more books, just not wrapped. If anyone wants to wrap books. Janet suggested a social media posting listing the specific locations.
- Gala
  - Mark confirmed that we can't use Helsinki. Julia is trying to find a place close to town with a building and a structure that can hold 120-150 people.
  - Basilica is likely too expensive and it's the wedding season.
  - Lots of event buildings are going up around town, but none will be ready in time.
  - The space next to Kitty's is supposed to open in March. Owner of Kitty's is a supporter of the

library. Linda knows them.

- Janet asked if there's a room at the Wick since it has a lovely view.
- **Pride**
  - OUT Hudson team just announced Pride for the first Saturday of June. Julia will enter us so we can have a float this year. Maddie suggested we make stickers and pins and maybe rainbow whales.

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

- Ryan is absent and Janet missed the last meeting.
- Chocolate for sale to benefit the library. \$3 a bar.
- Emily noted that there is a Book and Bake sale coming up in March. There will be a book sorting party at some point. There also might be a call for more books. Nancy Westbrook is organizing.

**New Business/Public Comments.**

- Lloyd, a frequent user of the library, gave us feedback about the new computer use policy that restricts usage hours per member. Lloyd suggested that users be able to continue to use the computer if there's nobody waiting for one. He also suggested putting the additional computers back in use (the ones closed for social distancing) and going back to opening at 9am.
  - Caitie thanked Lloyd and said that the recent revision to the computer policy was the first in 11 years, so the feedback is very helpful and we can definitely review it. We've also talked a bit about amending the library hours so we can discuss that as well.
- Michael expressed concerns about the COVID mask mandate that the library has in times of high COVID spread and that it's hurting library attendance.
  - Caitie confirmed that we've been reviewing local COVID protocols.
  - Michael and Lloyd began discussing COVID topics that weren't directly related to the library, and members of the board reminded attendees that public comments must be related to library matters.
- Janet let us know that the Trustee Handbook book club is on Zoom and the first session is coming up on Tuesday from 5 to 6:30 and is about the NY open meeting law. The next meeting is in April and is about the board/director relationship. Future sessions are about financial planning and budgeting, equity and diversity. Go on the Mid-Hudson Library System site to register for this Tuesday.

*Motion to adjourn was made at 7:07pm by Micahel Grisham and seconded by Bill Stenehjem. Vote to adjourn was passed unanimously.*

Dani French, February 16, 2023

**Recording Secretary**

March 21, 2023

**Date of approval**

