



Board of Trustees Monthly Meeting

Date: April 20, 2023

Location: Library Community Room

Trustees Attending in person:

Caitie Hilverman (President), Dani French (Secretary), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Kimberly Erwin, Linda Friedner, Crystal Jeffs, Wesley Brown, Miranda Barry, Bill Stenehjem, Sherry Jo Williams, Ryan Kelly,

Excused: Maddie Meehan, Liz Dickey, Julia Black, Stephanie Royal, Richard Garmise, Kris Mae Weiss

Absent:

Staff Attending: Emily Chameides (Director)

Others Attending: Janet Schnitzer, Lloyd Koeding

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

- We will have a short special board meeting at another date to vote on our 414 campaign goal. Liz Dickey is leading that effort.
- Linda noticed a typo in the minutes regarding the vacation policy—it says that employees start with 10 weeks of vacation, but it should be 10 days.

A motion to approve the March 2023 minutes, with the aforementioned correction, was made by Michael Grisham and seconded by Kimberly Erwin. Vote to approve minutes was unanimous.

Reports

President's Report: Caitie Hilverman

- Attendance policy
 - Some board members have asked about Zoom options for meetings. We must follow the open meetings law, and recording and filing records of Zoom meetings comes with extra logistics and legwork.
 - If we start to have hybrid meetings, we have to have a public meeting and ratify it as a resolution.
 - Kimberly asked if this was just for association libraries. Caitie confirmed that it applies to all libraries and public boards.
- Gala update
 - We're having the Gala at Kitty's event location (the Caboose). Construction on the space won't be done until June, so the Gala will be in September.
 - Date options are 9/8 or 9/22. An informal vote landed on 9/8 as the preferred date.

- Lions of the Library
 - Executives met and discussed the proposal and will announce the official nominees at the next meeting.
- Childcare for meetings
 - Caitie has been paying for it, but asked if everyone would be willing to throw in a few dollars. General nods all around. Caitie will send out an email with a Venmo for all who want to contribute.

Treasurer's Report: Michael Grisham

- Through February, we collected 58% of our preliminary annual budgeted operating income and spent 13% of our preliminary budgeted operating expenses.
- Income
 - Total Receipts for the month: \$11,283
 - Notable income: \$5,000 from Berkshire Taconic Community Foundation for Job Search Help
 - In Public Funds: \$1,800 from the Town of Stockport.
- Expenses
 - Total Expenses for the month: \$46,995

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

A motion was made to approve the Profit & Loss Statement by Kimberly Erwin and seconded by Wesley Brown. Vote to approve the report was unanimous.

- Michael noted that we have a substantial amount of money in one bank (The Bank of Greene County). Emily and Michael are considering a second bank, one that supports the library and the community such as Berkshire Bank or Greylock Federal Credit Union.
 - Miranda pointed out that Berkshire has supported the Ghostly Gallop.
 - Wesley asked if we prefer banks who have facetime at events or ties to the community. Michael said either/both. Miranda asked if they're big enough to avoid the instability that smaller banks have been facing. Michael noted that the FDIC loan program is remarkable.
 - Kimberly asked if we got interest from our current account and Michael confirmed.

Director's Report: Emily Chameides

- Personnel report: two new team members have started working with the library: Brianna, an intern who will be with us through June, and Carrie, a volunteer at the main desk.
- Memory kits are launching. These are geared towards adults with different levels of memory loss and include aqua paints, puzzles, and interactive games. There are evaluation forms in every kit so we can get feedback.
- Ecotopian and Library of Local collections
 - We're adding a Feral Hues kit to the Ecotopian collection - created by the artist who offered the Feral Hues workshop last month focused on making watercolors using weeds and plants from the area.
 - Gardening season is kicking off, so we're doing work with the Library of Local kiosk and highlighting different elements of the seeds and tools.
- Historic maps exhibit is winding down at the end of the month. Next up is an exhibit on SPOUT, a historic program to promote Hudson when business declined when strip malls opened in Greenport. Opening is May 11.

- CCLA
 - Working on community reading of *The Boy Who Harnessed the Wind*; kickoff date TBD.
 - Upcoming virtual tech lab on apps for travel
 - Virtual talk scheduled about Japanese internment during WWII.
 - Miranda suggested that we feature books related to the talk.
- Trustee trainings
 - You should have had an invite to the online program. Emily wants to make sure we have everyone's email address.
 - Make sure to register as your home library.

Board Development: Dani French

- Please fill out the Conflict of Interest forms if you have not yet done so.
- All new trustees have been paired with a buddy and should be meeting and chatting.
- The committee will meet soon to do a retro of this year's recruiting process and figure out what we need to put in place for next time, such as a process for when we have more board applicants than spots.

Programming Committee: Maddie Meehan

- The committee recently met as a relaunched committee.
- Community outreach efforts will focus on activities instead of giveaways.
- Upcoming Tai Chi/QiGong program for seniors
- Summer reading program starts on July 11.
- We have a list of events that need trustee volunteers.
- This year's Pride events
 - May 13 12pm-1: Drag queen storytime
 - June 1 5pm-6:30: Family Pride craft night
 - June 3: Parade (2-4 pm) Lineup
- Linda talked about a sponsorship database spreadsheet so we're not over-asking and redoubling efforts. We could keep track of who is giving and what they gave last year.
 - Linda asked the group about the best way to do this and that it feels like it's beyond the programming committee.
 - Suggestions included:
 - Get a main list of businesses from the Chamber of Commerce.
 - Pool Excel sheets.
 - Caitie will see what other organizations are doing.
 - Ryan noted that it would be effective if we had a messaging strategy to make sure that we democratize knowledge and relationships.

History Room: Report from Brenda delivered by Caitie

- The earnings from the public sale auction was \$4,238.50.
- Upcoming programs:
 - April 27: History of Draining the Swamp in Colonial NY.
 - May 11 6pm: Opening reception for SPOUT. Kelly and Alan from Spotty Dog will be unveiling merch.
- Brenda presented at SENYCON about library history rooms.
- Trixie's List published an article on the History Room.
- Nina Boutsikaris is archiving the photographs collection.

Ghostly Gallop: Ryan Kelly and Crystal Jeffs

- We’re doing lots of behind-the-scenes work.
- We put out the call for folks who want to join the committee. We’ll be assigning roles and responsibilities over the past month.
- Julia is not running sponsorship for this, so she’s passing her knowledge on to Crystal.
- We’re getting the Gallop on more race sites.
- Kinderhook running club has a 5k on June 10. Trying to promote Ghostly at local races.

Friends of the Hudson Area Library Report: Ryan Kelly

- Friends meeting (and Annual meeting) was delayed because Julia was sick.
- April 25 11:30-1 is the staff and volunteer lunch.
- An email went around for donations to go to the Friends to fund the 414. Caitie is collecting checks, as well as Emily. Make the check out to Friends of the Hudson Area Library. We’re hoping to get \$8,000.

New Business/Public Comments

- Lloyd brought up restoring to the old hours of the library and suggested that it would benefit the 414 efforts. He’s concerned that not a lot of people are coming into the library anymore and doesn’t know why.
 - Michael said that the numbers and data don’t actually reflect a downturn in library usership.
 - Caitie said that we’re reviewing our operating hours and the best way to expand those hours.
- Lloyd brought up that staff could be more welcoming.
 - Caitie said that the staff has done a great job meeting the challenges that that pandemic brought. We as a board are supportive of the staff.
- Lloyd brought up concerns related to the updated computer use policy and its limitations, and that not all the computers are in use.
 - Caitie let Lloyd know that the Executive Committee discussed his request for a change of policy and that the Committee felt that a limit was important to avoid the computers being used as a private work space all day.

Motion to adjourn was made at 7:07pm by Wesley Brown and seconded by Kimberly Erwin. Vote to adjourn was passed unanimously.

Dani French, April 20, 2023
Recording Secretary

May 18, 2023
Date of approval