



## Board of Trustees Monthly Meeting

**Date:** March 23, 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, Kimberly Erwin, Richard Garmise, Crystal Jeffs, Ryan Kelly, Maddie Meehan, Mark Orton, Carol Pledger, Gary Sheffer, Bill Stenehjem, Kris Weiss, Charlie Whittingham

**Excused:** Linda Friedner, Elizabeth Dickey

### **Absent:**

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

**Others Attending:** Miranda Barry, Wesley Tillman Brown, Stephanie Royal, Sherry Jo Williams, Janet Schnitzer, Lloyd Koeding, Barb Sheffer.

The meeting was called to order by Caitie Hilverman at 6:01pm. She welcomed trustees and guests, and introduced our incoming trustees and invited them to say a few introductory words.

#### Miranda Barry

- Previously served on the board for 6 years.
- Was the head of international production of Sesame Workshop (Sesame Street) for many years which helped grow her love of libraries.

#### Stephanie Royal

- Part time Hudson resident for 10 years and grew up in Hudson Valley.
- Works at the Robin Hood Foundation.
- A former first grade teacher, Stephanie has a Masters in early childhood development and loves books and promoting reading.

#### Sherry Jo (SJ) Williams

- Grew up in Atlanta and summer reading was a key part of growing up.
- She's been smitten with Hudson since 2011.
- Has a gallery of contemporary and handmade furniture and has been on a few local boards. Currently a co-chair for OutHudson.

#### Wesley Tillman Brown

- Full time Hudson resident for 2 years.
- Loves libraries for creating warm childhood reading memories.
- Wants to help the library fulfill its responsibility to help protect marginalized people.

*A motion to approve the February 2023 minutes was made by Mark Orton and seconded by Maddie Meehan.  
Vote to approve minutes was unanimous.*

## **Reports**

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

- A reminder to trustees to review documents before our meetings. Ask Emily if you need documents printed for you. Let Caitie know if this process isn't working for anyone.
- Lions of the Library Award
  - We have a written proposal that Caitie will send out to everyone to review. Please send nominations and the executive committee will vote on them before the next meeting.

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

- Note that today's report is based on the draft budget. The budget we're voting on in the Annual Meeting has a couple of small revisions
- February in review
  - We collected 58% of our preliminary annual budgeted operating income and spent 13% of our preliminary budgeted operating expenses.
  - Total receipts were \$11,283 for the month.
  - Notable income for the month includes a \$5,000 grant from Berkshire Taconic Community Foundation for job search help and \$1,800 in public funds from the Town of Stockport.
  - Total Expenses were \$46,995 for the month.

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

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

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

- Personnel: we have some short- and long-term leaves, and a couple of potential interns starting soon.
  - Gary asked if we should consider increased staffing. Emily said that once we create a sustainable budget we could consider additional staff positions, such as a youth services coordinator and an assistant director.
- We're renewing our lease for the community wing. Linda reviewed the new lease and Caitie will get it signed and notarized.
- We have Libby/Overdrive collection reciprocal agreements with two new library systems, which offers our patrons greater title availability.
- Library advocacy has been successful and we're seeing promising numbers from the NY Senate and Assembly. There's still time for you to use the NYLA online advocacy form to get the word out.
- Community room use has been on the rise and scheduling has been challenging (setup time, staffing, avoiding conflicts with library programming, etc.) but it's been exciting.
  - Wesley asked if room use is increasing because of COVID. Emily said likely a mix of increased desire for in-person meetings/events and that word is getting out that it's available as a resource.
- Policy for Approval: Public Expression Policy for library board meetings
  - We're not legally required to allow public comment as an association library, but we like to hear from the community. We want to make sure comments are short and relevant to library business.
  - Comments must be civil and respectful, and directed at the president of the board.

- Specific requests of the board should be made in writing.
- Public comments are noted in the meeting minutes. The public comment period may be suspended if we have another pandemic.
- We can always revise the policy later if needed.

*Motion to approve the Public Expression Policy made by Michael Grisham and seconded by Kimberly Erwin. Vote to approve the policy was unanimous.*

- Policy for Approval: Disaster Policy
  - Outlines what we do in the event of inclement weather, fire alarms, and other building emergencies.
  - Historically we've closed when the school district does on inclement weather days. The new policy leaves it up to the Library Director's discretion.
  - We announce closures on the website, social media, and on the door if we can.

*Motion to approve the Disaster Policy made by Charlie Wittingham and seconded by Richard Garmise. Vote to approve the policy was unanimous.*

- Policy for Approval: Meeting Room Policy
  - The previous policy hadn't been updated in over 12 years.
  - New policy has an updated fee schedule, timelines for reservation, priorities, and a caveat that there can be no solicitations for one's own benefit without Library Director approval.
  - Kimberly recommended a diversity statement that's more explicit than what's in the policy..

*Motion to approve the Meeting Room Policy made by Mark Orton under the condition that the Executive Committee will revisit and expand on room use equity. Motion was seconded by Bill Stenehjem and vote to approve the policy was passed unanimously,*

- Form for Approval: History Room Deaccession Form
  - To be used when materials are being considered for removal of the History Room, e.g. duplicate copies, items out of our purview, moldy items.

*Motion to approve the Meeting Room Policy made by Charlie Wittingham and seconded by Julia Black. Vote to approve the policy was unanimous.*

- Policy for Approval: Employee Handbook
  - Adding ability to roll over unused vacation days for the first two months of the year to avoid end-of-year scurry to use up days.
  - Director-level vacation will include an initial 15 days vacation, increasing to 20 days after 2 years. Vacation begins to accrue when full time employment begins.
    - Two employees (including Emily) said they'd take a smaller salary increase in exchange for a greater vacation increase to help keep the budget balanced.
    - Gary asked if it's possible to increase vacation without cutting into the raises. Julia asked if we can give staff bonuses. Emily said we can with a more sustainable budget and confirmed that bonuses are possible if funding allows.
    - Ryan asked about the vacation policy for the broader staff. Emily said it starts at 10 days and moves to 15 after two years.

*Motion to approve the Employee Handbook made by Maddie Meehan and seconded by Charlie Wittingham., Vote to approve the handbook was unanimous.*

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

- Welcome to our new trustees! Thank you so much to everyone involved in the interview process. Will be reaching out soon with welcome packets and to pair up trustee buddies.
- New committee heads have been added to the weekly digest calendar reminder. Please remember to add items by Monday morning each week.

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

- We had around 60 participants at the recent community care clinic.
- Black Earth Wisdom book release had nearly 150 in attendance.
- Committee will be looking to recruit new members with summer reading coming up.

### **History Room: Richard Garmise**

- 70 people in attendance at the recent opening of the map exhibit.
- The History Room won the costume contest at the Polar Plunge.
- History Room participating in the upcoming Movies on Main Street at Hudson Hall: Odds Against Tomorrow. Gary will do the intro and slideshow curated by the History Room team.
- April 27 Zoom history talk with the Leisler Institute about drainage orders in Colonial New York
- May 11 at 6pm: Opening reception of SPOUT exhibit.

### **Ghostly Gallop: Crystal Jeffs and Ryan Kelly**

- The Register Star ad required for the mass gathering permit has run.
- Race date is confirmed.
- Emily sent payment for all the permits.
- We're all set for logo and banners
- Looking to get the Gallop publicized on more race websites
- Next month: Putting out an ask for building out the committee and finding someone to shadow Julia for sponsorship.

### **Marketing and Fundraising: JuliaBlack**

- Julia will be in touch with a plan for the Gala since June is coming up quickly and we don't have a venue yet.

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

- Friends held their bimonthly meeting last week.
- Made about \$1,700 in the book & bake sale. The next one will be in September. Book donations needed
- Next Friends meeting is in April, which will include the annual meeting for Friends.
- Repeat of the volunteer staff recognition luncheon. April during National Library Week.

### **New Business/Public Comments.**

- Lloyd asked why the computer policy wasn't amended in this meeting.
  - Caitie said the Executive Committee will review it at a future Committee meeting.
- Lloyd also recommended going back to pre-COVID hours, and said that earlier opening time would inspire confidence in the community.
- Janet mentioned the Friends volunteer & staff appreciation luncheon and that the Friends would love the board members to join. Tuesday, April 25 from 11:30am–1:00pm.

*Motion to adjourn was made at 7:12pm by Mark Orton and seconded by Kris Weiss. Vote to adjourn was passed unanimously.*

Dani French, March 23 2023

**Recording Secretary**

April 20, 2023

**Date of approval**