



Board of Trustees Monthly Meeting

Date: 05/18/2023

Location: Library Community Room

Trustees Attending in person:

Caitie Hilverman (President), Julia Black (Vice President), Dani French (Secretary), Michael Grisham (Treasurer), Miranda Barry, Wesley Brown, Elizabeth Dickey, Linda Friedner, Richard Garmise, Crystal Jeffs, Ryan Kelly, Maddie Meehan, Bill Stenehjem, Kris Weiss,

Excused: Jessica Almeleh-Frazer, Kimberly Erwin, Stephanie Royal, Sherry Jo Williams

Absent:

Staff Attending: Emily Chameides (Director)

Others Attending: Jill Leinung (MHLS Board), Janet Schnitzer (MHLS Board), Mark Wilson (MHLS Board), David Murphy, Theresa Parsons

Meeting was called to order by Caitie Hilverman at 6:01pm. She welcomed trustees and guests.

A motion to approve the April monthly meeting minutes was made by Maddie Meehan and seconded by Ryan Kelly. Vote to approve minutes was unanimous except for one abstention by Liz Dickey.

A motion to approve the April 25 special meeting minutes was made by Bill Stenehjem and seconded by Michael Grisham. Vote to approve minutes was unanimous.

Reports

President's Report: Caitie Hilverman

- There's a training for 414 campaigning tonight directly after the monthly meeting.
- Attendance policy review
 - There's a possibility of us being able to support Zoom attendance. We have to ratify a new resolution and have a public hearing. We're aiming to have this done before the summer months.
 - An amendment was added to bylaws in October saying that if you get 4 absences in a 12-month period, you get an email from Caitie asking you to reevaluate your ability to attend meetings and be a part of the board.
- Lions of the Library award details will be finalized by the June meeting.

Treasurer's Report: Michael Grisham

- Total Receipts were \$50,046 for the month
 - 68% of annual budgeted income collected to date

- \$7,500 from Berkshire Taconic Community Foundation for the Ailey II youth dance workshops and performances
- \$3,000 from CREATE Council on the Arts for summer DJ arts program
- Book sales were \$4,616 (History Room income)
- April total expenses were \$45,922
 - 25% of annual budgeted expenses spent to date

A motion was made to approve the Treasurer's Report by Crystal Jeffs and seconded by Kris Weiss. Vote to approve the report was unanimous.

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

Director's Report: Emily Chameides

- Personnel
 - Our employee on medical leave is coming back.
 - Our bookkeeper Lue Whelan has retired after 9 years and we wish her well.
 - We have a new library page, Emilia Ortiz. She's doing shelving, shelf reading, helping out with office tasks, and facilitating the Anime Club.
- The SPOUT exhibit is currently in the Community Room. Brenda and the History Room team did a great job. The display will be up for May and June.
- Collections updates
 - Transparent Languages is a language learning e-resource that will replace Mango. The Central Library/Collection Development Advisory committee for the Mid-Hudson Library System recommends it - better gamification, more languages, and it's less than a third of the cost of Mango. The switch is happening this summer.
 - NOVEL-NY is an e-resource from the state library that gives us access to online encyclopedias and research materials and it's at risk of being defunded at the end of the 2023-2024 school year. There may be some advocacy coming up. School libraries have been activated.
 - Richard asked about usage. Emily said there's not an easy way to get usage information and stats, but anecdotally it's highly used in schools and by reference librarians; staff use it at HAL primarily for homework help.
- We have a long-standing Adopt-a-Book program where you can donate to the library towards the purchase of a book from our new releases list and then you get to read it first when it arrives and it has a book plate honoring your "adoption." The Friends traditionally have helped with this effort on an annual basis by offering a matching adoption campaign (for each person who adopts, the friend's will adopt a book). Currently building a list of suggested titles. Usually there's more adoption for adult books than kids, but we're going to do a push for children's books with summer reading around the corner. Will launch in June. This is being promoted in a press release, newsletter, and social media.
- There's an upcoming trustee handbook training.
 - Miranda asked about how we record the fact that we did a training. Emily has a spreadsheet where folks can note their own training or they can send the relevant information to Emily and she will add it. You're usually emailed a certificate for library system training that can be forwarded to Emily. For outside training, please provide all relevant info (see spreadsheet).

Board Development: Dani French

- We recently held a brief retro on recruiting, interviewing, and onboarding.
- Some good ideas were circulated about how to get new trustees acclimated to the library and the work we do.

- A candidate scoring sheet is in the works so we can fairly assess and compare candidates if we're in a situation where the number of applicants outnumbers the available slots.
- Board directory will be re-shared with trustees.

Programming Committee: Liz Dickey and Maddie Meehan

- Special events
 - Children's book festival had 2,500 people in attendance. Committee is discussing how to do future outreach events without hauling a ton of materials.
 - Drag Queen story hour had 80 attendees.
 - We're marching as a library group at the Hudson Pride Parade on June 3rd. We'll meet at 7th Street Park.
- Donor database
 - Crystal will help build.
 - Committee is looking into software vendors, but Google sheets will work in the meantime.

History Room: Richard Garmise

- We've done a great job with initial sales of SPOUT merch. Merch will be on sale for some time, but if you buy now the library will get more money from sales (for apparel sales).
 - Opening night of the Spout exhibit had over 70 people in attendance.
- Brenda is presenting at an upcoming teacher's conference
- What else can we do with SPOUTy the whale?
 - Caitie mentioned a potential library tattoo fundraiser.

Ghostly Gallop: Ryan Kelly and Crystal Jeffs

- Committee sign-up sheet was emailed and we have a full repeat of committee members from last year.
- Looking to meet and kick off in June and discuss how we want to organize.
- Spent time with Julia to take on her sponsorship knowledge. After discussion, it sounds like overlap with the Gala in terms of fundraising won't be an issue.
- Working on getting registration open earlier so it can go on some racing sites.
- Date is the Sunday of Halloween weekend. Same race route as last year.

Gala: Julia Black

- The Sept 8 date is locked in. Thanks to all who weighed in last month.
- Contract being signed with Caboose (event space attached to Kitty's).
- Next step is putting together the Save-the-Date so we can get sponsors and do an official invite in early August.
- Miranda asked if there is going to be a Gala Committee with names on the invitation. Julia confirmed and Miranda suggested board members reach out to their networks beyond Julia's list.
- All trustee hands on deck for the Gala.

Friends of the Hudson Area Library Report: Ryan Kelly

- The Friends held a recent library staff luncheon to express their thanks to volunteers and staff.
- Secured a \$1,000 grant for clothing swap initiative.
- Kicking off recruitment for additional Friends members
- Board Development can reach out to the candidates who were interested in trustee spots but couldn't make the commitment. They may be interested in joining the Friends.
- Approved \$2,250 for summer reading backpacks, the summer reading program, adopt a book matching campaign, and e-books.
- For donations to the 414 effort, checks can be made out to Friends of the Hudson Area Library.

New Business/Public Comments

Janet Schnitzer:

- Thrilled with the turnout from the board at the Friends lunch during National Library Week.
- Mid-Hudson Library System district is made up of 5 counties. We're all encouraged to visit our local county library.
- Introduced visitors from other county libraries and invited questions about how the library system works (such as funding, etc).
- CCLA is taking nominations for the county-wide library board. We meet at different libraries so you see a lot of facilities.

Jill Leinung

- School libraries are concerned about NOVEL-NY because a lot of school districts can't afford access to other databases. We're prepared to advocate for it and talk about the need for these.

Emily introduced David Murphy and Theresa Parsons as former trustees who contributed greatly to the success of our library and in particular to the move to the Armory facility.

Motion to adjourn was made at 6:40m by Julia Black and seconded by Kris Weiss. Vote to adjourn was passed unanimously.

Dani French, May 18, 2023

Recording Secretary

June 15, 2023

Date of approval