



## Board of Trustees Monthly Meeting

**Date:** 08/17/2023

**Location:** Library Community Room

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

Caitie Hilverman (President), Julia Black (Vice President), Dani French (Secretary), Michael Grisham (Treasurer), Wesley Brown, Elizabeth Dickey, Kimberly Erwin, Linda Friedner, Richard Garmise, Crystal Jeffs, Ryan Kelly, Maddie Meehan, Kris Weiss, Sherry Jo Williams.

**Excused:** Jessica Almeleh-Frazer, Miranda Barry, Stephanie Royal, Bill Stenehjem

### **Absent:**

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

**Others Attending:** Mark Orton

Meeting was called to order by Caitie Hilverman at 6:03pm. She welcomed trustees and guests.

*A motion to approve the July minutes was made by Kimberly Erwin and seconded by Ryan Kelly. Vote to approve minutes was unanimous.*

## **Reports**

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

- The busy season is starting!
  - The Gala is in 3 weeks—everyone on the board should attend. Tickets are \$150. Buy a seat if you can, but if it's cost prohibitive, please let Caitie know so we can allocate seats to you.
  - Gallop is at the end of October, and the 414 vote is the following week.
  - Please be straightforward about what you can and can't do.
- Upcoming board changes
  - Bill is stepping down from the board in October.
  - Maddie is stepping down as Programming Committee chair. Please reach out if that position interests you.
  - Caitie took a job at Spark of Hudson, so this will be her last year as President to avoid any conflicts of interest. If you're interested in being President, please reach out to Caitie.

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

July in review:

- We collected 74% of our annual budgeted operating income.
- We spent 47% of our budgeted operating expenses. Doing very well on expenses for the year so far.

#### July income:

- Total receipts were \$9,158.
- Notable income
  - \$2,500 from The Ackerman Foundation for Spanish Language program
  - Maddie pointed out that our merchandise income is still high.

#### July expenses:

- Total Expenses were \$44,322 for the month
- Ryan asked if we have to spend a certain amount if we're lower than expected. Emily confirmed that our budget is not a "use it or lose it" situation.

*A motion was made to approve the Treasurer's Report by Kimberly Erwin and seconded by Wesley Brown.  
Vote to approve the report was unanimous.*

*A motion was made to approve the Profit & Loss Statement by Maddie Meehan and seconded by Kris Weiss.  
Vote to approve the report was unanimous.*

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

- Summer reading program is going well.
- Staff is doing well supporting time off for each other.
- Emily is working on annual financial statements with the accountants; there will be a draft of that soon.
- We've received a few more grants since the start of the month.
  - \$2500 from the J.M. Kaplan fund. Joan K. Davidson recently passed and she is the one who always recommends us for the grant. We're grateful for their support.
  - Received anonymous foundation grant for \$5,000 for general operating costs.
  - \$3,000 for early literacy kits from the Berkshire-Taconic Community Foundation.
- The Black and Brown Families of Hudson photography exhibit in the Community Room is scheduled to come down August 28; but may be extended since the Hudson Eye is hosting a screening rather than and exhibit in our space.
- The next exhibit is in the main space and involves the Bindlestiff Family Cirkus. There will be a closing event on October 12.
- Community Reads kicks off September 18. This is a joint program with CCLA.
- Tabling at Columbia County Fair with CCLA on the Friday of Labor Day 9:30am–3:30pm.
- Program report will be sent out with the written Director's Report with board trustee education links. You should have received an email with a reminder about the 2 hours of education.

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

- Weekly updates email going back to weekly cadence since things are getting busy again. Please remember to add updates to the doc if you're a committee chair.
- Board dev meeting scheduled for this Monday
  - We're going to discuss a recruiting plan since we'll have at least one open spot in March.
  - We'll discuss a potential recruiting campaign in conjunction with the Friends to educate interested community members on the different ways to get involved with the library.
  - We could potentially get folks to join committees before they're officially on the board.

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

- Maddie is happy to talk to anyone who wants to take over as the committee chair.
- Linda tabled at the Black Arts Festival.
  - It was great and we gave away a fair amount of books and materials.
  - Noted that Kimberly is great at talking to kids and where they are in their reading journey.
- Wesley attended the Think Differently picnic in Stockport.
  - It was an enjoyable event attended by differently-abled folks and various local organizations.
  - Congressman Marc Molinaro was present.
  - Wesley noted that the materials for the event were very well packaged (thanks Tracy!).
- Crystal attended the Crafting for Money event at the Waterfront Wednesday and was very impressed.
  - Top seller made over \$300.

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

- Richard discussed cross-referencing the list of 191 people who have used the research in the History Room with a list of our donors.
  - Our History Room services are free, but Richard noted that it may be reasonable to expect a nominal suggested donation.
  - Will find out what the time period is covered by the 191 research requests.
- Richard discussed creating a subcommittee to explore the fundraising potential of the History Room, such as getting permanent merch spots in one of the windows of the downtown businesses. Crystal suggested talking to Hudson Business Coalition
- Gary Sheffer is looking into getting a fundraiser for the History Room going at Upper Depot for Oktoberfest.
- We're also looking for a window for Winter Walk and are open to suggestions.

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

- Committee met on Tuesday. We're meeting every 2 weeks as a committee. Shout out to Gary for doing this for so many years!
- Website is updated and race signups are live. Please circulate to networks. We want to exceed the 200 runners from last year.
- Please also let us know if you know new business donors.
  - Return Brewing Run Club is eager to collaborate.
- We're thinking of shortening the mileage of the kids run to make it more accessible. We should think of the Gallop as a point of entry to the library for new families in the area.

### **Gala: Julia Black**

- 94 seats have been sold
- We've received \$32,000 in revenue. It's looking good so far. We could get another 30/40k.
- Kris offered to put together a library video for the gala. You can add photos to a Google Drive that Julia will send out (horizontal videos please).
- Julia is going to need day-of helpers.
- Freedom to Read is the theme.
- Getting an auctioneer to work on Call for the Cause.

- Next committee meeting will be at the location.

#### 414: Liz Dickey

- HAL will have a presence at a family fun day at Greenport Park on August 25 11am–2pm.
- Liz met with Joe Ferris, a former political campaign advisor. He’s volunteering his know-how for crafting campaign copy and materials.
- We will start figuring out what our budget is, what our line items are, and how that ties into a larger messaging strategy.
  - \$6,500 earmarked from the Friends budget, which feels like plenty.
  - We need materials about the 414 for the Gala and at Ghostly Gallop. Can we have some messaging around flipping over the ballot (“turn the page!”).
  - Suggested paying for voter access networks so we can see who voted in primaries recently.
    - Need a list of folks in Greenport who can provide testimonials for our materials. Will do a direct mailing with a sip and sign.
  - Wesley suggested we get testimonials from folks in the library and create a station in the library.

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

- Book and Bake sale on Sept 8-10.
  - Books are needed, especially fiction.
  - Launching Square for payments.
- Clothing, gear, and toy swap will be sometime this fall.

#### New Business/Public Comments

- Mark said he’d like to participate in the new History Room subcommittee.
- Crystal said that the Friends and History Room members should be present at the Gallop.

*Motion to adjourn was made at 7:11pm by Wesley Brown and seconded by Richard Garmise. Vote to adjourn was passed unanimously.*

Dani French, 08/17/2023	9/21/23
<b>Recording Secretary</b>	<b>Date of approval</b>