



## Board of Trustees Monthly Meeting

**Date:** 01/30/2024

**Location:** Library Children's Area

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

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

**Excused:** Richard Garmise, Julia Black (Vice President)

### **Absent:**

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

**Others Attending:** Billy Blowers, Kellen Henry, Mark Orton, Sean Gilleran

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

*A motion to approve the November 2023 minutes was made by Michael Grisham and seconded by Liz Dickey. Vote to approve minutes was unanimous.*

## **Reports**

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

- Trustee Ethics Statement discussed
  - The purpose of this policy is to define acceptable trustee behavior so we can refer to it during times of disagreement.
  - Board members can review and sign annually.
  - Two bullet points have been removed from the version discussed during the unofficial December meeting.

*A motion was made to approve the Trustee Ethic Statement by SJ Williams and seconded by Miranda Barry. Vote to approve the Statement was unanimous.*

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

November in review

- We collected 106% of our annual budgeted operating income and spent 79% of our budgeted operating expenses.
- Total Receipts were \$24,497 for the month.

- Notable in Income for the Month:
  - In Restricted Grants, \$7,500 from Berkshire Taconic Foundation for 2024 Crafting for Money
  - In Fundraising, \$600 from the Annual Benefit, \$8,705.74 from the Ghostly Gallop, and \$2,872.48 in Merchandise, almost all from the Basilica Farm & Flea
- Total Expenses were \$61,725 for the month.
- In Equipment, \$3,700 for five Aerohive routers

*A motion was made to approve the November Treasurer's Report by Liz Dickey and seconded by Linda Friedner. Vote to approve the report was unanimous.*

*A motion was made to approve the November Profit & Loss Statement by Dani French and seconded by Miranda Barry. Vote to approve the P&L was unanimous.*

#### December in review

- We collected 114% of our annual budgeted operating income and spent 88% of our budgeted operating expenses.
- Total Receipts were \$50,867 for the month.
- Notable in Income for the Month:
  - In Restricted Grants, \$15,000 from the Home for the Aged Foundation for programming for senior citizens
  - In Fundraising, another \$3,000 from the Ghostly Gallop and initial Annual Appeal donations of \$9,156.28
- Total Expenses were \$66,900 for the month.

#### Discussion

- Crystal asked about fundraising benchmarks and targets. Caitie confirmed that we have goals and benchmarks that we've been surpassing over the past couple of years. There's potential for getting monthly small-donation sustainers. If you have ideas for fundraisers, do them!
- Michael noted that we're 51% funded through public support which is a new high for us.
- The Finance Committee approved a draft budget for 2024. The Executive Committee needs to meet to vote on before bringing to the board.
- Miranda is open to brainstorming about how to get more large donors.
- Maddie brought up the surplus in the bank account. The Finance Committee wanted a reserve fund of 400k established for expenses not covered by the government, but that strategy can be up for discussion.
- Michael acknowledged that the utilities discrepancy in the report exists because we didn't get the bills from the landlord for Q2, 3, and 4 until today.

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

*A motion was made to approve the December Profit & Loss Statement by Liz Dickey and seconded by Linda Friedner. Vote to approve the P&L was unanimous.*

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

- An AmeriCorps worker, Danielle Reiff, who first worked with us back in 2016 has returned to the

program and our library. She's working on story and craft hour with Israt for the CoARC Starting Place and other children's area activities.

- Received an unrestricted \$7,000 in grants from donor-advised or family funds.
- Submitted a number of grants, including one to support an LGBTQ archive in the History Room, which we were awarded.
- The Hudson Literacy Fund, who has historically supported the Hudson Children's Book Festival, has decided to support the library by donating board books to be distributed to children in our programs.
- We're close to getting window shades once Emily can test out the swatches.
- We purchased and installed a few new public computers in December and we're expecting more this year once the budget is approved.
- We're planning to get a new people counter (ours has been struggling this past year).
- Feb 7 is Library Advocacy Day.
  - There's an opportunity to meet with Didi Barrett and Michelle Hinchey in Albany to help advocate for funding.
  - Gov. Hochel proposed an increase in library funding in the state budget, including \$3 million to support Novel NY (digital research for schools and homework help). We're still below what library funding should be according to state education law. Funding is flat for construction needs in the proposed budget.
  - Emily will email about additional advocacy needs and asks
- Maddie asked about the new catalog and if there's increased traffic
  - Emily said there was some negative feedback in the beginning, which is to be expected with change, but it's been improving as people have been getting used to it.

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

- Thanks to everyone who came out to Volunteer Night on January 8. We had 11 interested volunteers in attendance. Billy Blowers sent them all a thank-you email encouraging them to attend board meetings.
- As of right now, we're slated to have five board openings in March.
- We've received four applications for the board so far! Kellen Henry, Jim Kelly, Sean Gilleran, and Joseph Ferris.
- We have three former trustees who are returning to the board in March—Gary Sheffer, Carol Pledger, and Lisa Dolan.
- Please let me know if you're willing to interview candidates
- There is an application deadline of February 10. Please continue to reach out to your networks and have folks email [boarddev@hudsonarealibrary.org](mailto:boarddev@hudsonarealibrary.org).
  - We're asking for a brief explanation of why they're interested in the board, a summary of experience or a CV, and a bio and headshot for the website (including favorite book)
- Dani will share the [interview procedures](#) and [retro doc](#) from last year. **Please let her know if you can help with the interviews!**
- We'll have a Google form as a centralized place for interviewers to leave their feedback. We'll also have a wrap-up meeting with the committee and interviewers to decide who we'll vote in for March. Even if we aren't able to offer a board spot to every applicant, we'll still find a home for them on a committee or elsewhere in our volunteer community.

### **History Room: SJ Williams**

- We have a \$4,600 oral history grant from SPARK for the LGBTQ+ archive project.
  - Announcements won't be made until a person is chosen to provide an oral history and documents.

- SJ is meeting with Annie (who will work on the oral histories) and will be working with Brenda and the History Room committee to create a list of contributors from different generations.
- The History Room table at the Basilica Farm & Flea was a big success. SJ is interested in exploring merchandising in more depth.

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

- Summary of the December 6 meeting
  - \$11k balance in account with \$3,500 held for the 414 efforts.
  - The Friends held a clothing and gear swap in early December (funded by a grant)
  - Planned Volunteer Night in conjunction with the Board.
  - March 15-17 is the next Book & Bake sale. Start getting your donations together.
- Next meeting is Feb 21st (Wednesday).
- Julia Shield is handing her books over to Billy tomorrow.

**New Business/Public Comments.**

- Crystal volunteered to organize the History Room group in the Polar Plunge.
- Mark Orton emphasized how great the advocacy event in Albany is.

*Motion to adjourn was made at 6:55pm by Wesley Brown and seconded by Ryan Kelly. Vote to adjourn was passed unanimously.*

Dani French, 1/30/2024	2/15/2024
<b>Recording Secretary</b>	<b>Date of approval</b>