



## Board of Trustees Monthly Meeting

**Date:** 03/21/2024

**Location:** Library Community Room

### **Trustees Attending:**

Caitie Hilverman (President), Julia Black (Vice President), Dani French (Secretary), Michael Grisham (Treasurer), Linda Friedner, Miranda Barry, Sherry Jo Williams, Elizabeth Dickey, Ryan Kelly, Maddie Meehan, Kimberly Erwin

**Excused:** Jessica Almeleh-Frazer, Wesley Brown, Crystal Jeffs

**Absent:** N/A

**Staff Attending:** N/A

**Others Attending:** Jim Kelly, Lloyd Koedding, Carol Pledger, Janet Schnitzer, Joe Ferris, Kellen Henry, Gary Sheffer, Barb Sheffer, Mark Orton

Meeting was called to order by Caitie Hilverman at 6:04pm. She welcomed trustees and guests.

Caitie reminded everyone about the policy for public comment at board meetings.

*A motion to approve the February 2024 minutes was made by Michael Grisham and seconded by Liz Dickey. Vote to approve minutes was unanimous.*

## **Reports**

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

- Caitie introduced herself to the new board members and welcomed them, and noted that she'd save her longer comments for the Annual Meetings.
- Over the past month Caitie has been focused on the presidential transition and putting together a manual and a guide to ongoing initiatives.

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

#### **January in Review**

- Through January, we collected 50% of our annual budgeted operating income and spent 6% of our budgeted operating expenses.
- Total Receipts were \$374,617 for the month.
  - In Donations and Gifts, another \$20,582 from Annual Appeal, for a total thus far of \$29,738
- Total Expenses were \$50,658 for the month.

*A motion was made to approve the February Treasurer's Report by Kimberly Erwin and seconded by Linda*

*Friedner. Vote to approve the report was unanimous.*

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

### **February in Review**

- Through February, we collected 52% of our annual budgeted operating income and spent 11% of our budgeted operating expenses.
- Total Receipts were \$15,743 for the month.
  - In Donations and Gifts, another \$497 from Annual Appeal, for a total thus far of \$30,235
  - In Restricted Grants, \$8,370 from the NY Council for the Humanities for BLACC Exhibit Programs
  - In Restricted Grants, \$4,100 from the Eutopia Foundation for LGBTQ+ Archive
- Total Expenses were \$46,674 for the month.

Caitie explained to prospective trustees and guests that the extra Greenport funds were the result of the successful 414 vote last year. The president will work with the board to set a strategy for the 414 going forward.

Michael explained that we have three accounts at the same bank for no real reason, and we need formal board approval to combine funds and close one of the accounts (#9352)

*A motion was made to approve the closure of bank account 9352 by Miranda Barry and seconded by SJ Williams. Vote to approve the account closure was unanimous.*

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

*A motion was made to approve the March Profit & Loss Statement by Liz Dickey and seconded by SJ Williams. Vote to approve the report was unanimous.*

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

Emily was absent due to illness, so Kimberly read some highlights from the Library Report.

#### **Personnel**

- We have a new Americorps team member, Jasmine Morris, helping out at the main desk.
- We also welcomed new volunteers at the main desk, the History Room, and with program assistance.

#### **Exhibits and programs**

- BLACC exhibit opening was a huge success. Upcoming educator event to show teachers how to incorporate the BLACC exhibit in their curriculum.

#### **Grants and facilities**

- We received funding from Greenport and Stockport.
- The new shades are arriving soon and we're looking at installers. The library will have to be closed for a day for installation
- 7 new public computers are on the way, as well as new staff computers.
- New chairs and lounge furniture will be ordered soon.

## Advocacy

- Efforts to censor books are rising, even in New York State
  - Linda mentioned that Maryland is trying to pass a Freedom to Read Act.
- Sign up for the New York Library Association's Online Advocacy Center to stay up-to-date on calls to action.

## Trustee action items

- In the April meeting we'll sign the new MLHS MOU agreement. Emily will email it out ahead of time so keep an eye on your inbox.
- Reminder that 2 hours of trustee education is required! Emily will send Niche Academy logins to the new trustees soon.

## Board Development: Dani French

- Welcome to our new prospective trustees! They will be introduced during the Annual Meeting, where we will vote them onto the board officially, as well as the new Executive Committee. Thank you to everyone who helped with the interview process!
- Brand new trustees: your onboarding buddy will be reaching out soon (if you haven't heard from them already).
- Alternate meeting time for next month was proposed because of Dani's upcoming work trip. Most trustees didn't have a conflict with Thursday, April 11 (Linda will be excused).
  - We won't make a habit of rescheduling meetings, but Dani didn't want to miss her first one as president.
- Please sign the Conflict of Interest and Trustee Ethics Statements for 2024.

## History Room: SJ

- Exhibition opening for BLACC was March 7. There was a huge attendance, as well as a lot of local coverage: a full page article in the Register-Star and write-ups in IMBY and Trixie's List
  - On March 9 there was a youth workshop which went very well.
  - The educator event is this Saturday from 11-1.
- Thursday April 25 presentation about a French Fabulist in New York
- Author event May 9: *In Defiance: Runaways from Slavery in Hudson Valley*
- The Pride Parade is June 22. LGBT archives will be open on June 6-7:30. Presenting the idea of Oral History Summer School—the importance of archiving.
  - Some oral histories are completed and are being added to the Oral History website.
  - Volunteers will work on transcribing them.
- New history room volunteer: Jasper Francis
- We're looking for new board members to join the History Room Committee.

## Ghostly Gallop: Crystal Jeffs, Ryan Kelly

- We're in good shape! We have the event date, banners, and the high school secured. The mass gathering permit is in the newspaper this week. Save the date for Oct 27!

## Gala: Jessica Almeah

Absent, but update was given by Dani.

- Union Street Brewing (where we had last year's gala) is offering September 6 and 13th. How do we feel about returning there?
  - Julia mentioned that it was a very weather-dependent venue and capacity was an issue.
  - Trustees agreed that we should hear from other potential venues (the Caboose, Spark of Hudson).

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

- The Friends' bank balance is \$11,000 with \$4,200 in escrow for the 414.
- The Book & Bake sale was last weekend. \$2400 was raised (big increase from last year). For September, they'll work out a strategy for book resellers. Square was accepted as payment, which helped with sales.
- Next meeting is April 17.

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

Janet Schnitzer

- Confirmed that the next Book & Bake Sale is Sept 13-15.
- April 9 will be a volunteer lunch held by the Friends. Board members are invited as well.
- Janet mentioned that we should have allowed for official board nominations during the meeting so that we can vote on them during the Annual Meeting.
  - Dani listed the nominees as:
    - Kellen Henry
    - Jim Kelly
    - Sean Gilleran
    - Joseph Ferris
    - Gary Sheffer
    - Carol Pledger

*Motion to adjourn was made at 6:46pm by Michael Grisham and seconded by Ryan Kelly. Vote to adjourn was passed unanimously.*

Dani French, 3/21/2024

**Recording Secretary**

**Date of approval**