



Board of Trustees Monthly Meeting

Date: 04/11/2024

Location: Library Community Room

Trustees Attending in person: Dani French (President), Elizabeth Dickey (Vice President), Michael Grisham (Treasurer), Jim Kelly (Secretary), Gary Sheffer, Carol Pledger, Sean Gilleran, Joseph Ferris, Jessica Almeleh-Frazer, Sherry Jo Williams, Miranda Barry, Crystal Jeffs, Ryan Kelly, Kellen Henry, Maddie Meehan

Excused: Linda Friedner

Absent: Wesley Brown

Staff Attending: Emily Chameides (Director)

Others Attending: Mark Orton, Lloyd Koedding

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

A motion to approve the March 2024 minutes was made by Sherry Jo Williams and seconded by Maddie Meehan. Vote to approve minutes was unanimous. Jessica Almeleh-Frazer and Crystal Jeffs abstained due to being absent at the last meeting.

Reports

President's Report: Dani French

Dani joined the board in 2021 and is grateful for the experience so far and excited to work with everyone in a new role.

In the next meeting we will commit to Committees. In this meeting, we will hear from committee members and chairs of committees regarding time commitment, seasonality, needs, goals, if the chair is vacant.

Treasurer's Report: Michael Grisham

We have collected public funds from Stockport and Greenport.

We now have collected 68% of our annual budgeted operating income and spent 18% of budgeted operating expenses. Total donations were around \$30,000, total expenses around \$61,000 for the month.

A motion was made to approve the Treasurer's Report by Miranda Barry and seconded by Ryan Kelly. Vote to approve the report was unanimous.

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

Director's Report: Emily Chameides

There was an unusual number of staff absences recently which was challenging, especially as this overlapped with Solar Eclipse mania. 500 glasses given to the public prior to the eclipse. Library staff did a great job distributing glasses, handling phone inquiries, and making more new library cards during the eclipse week alone than we do in a typical month.

The BLACC (Black Legacy Association of Columbia County) exhibit was extended to be on display through June. The summer exhibit will feature student artwork from the Hudson City School District. There will be a senior portrait exhibit hopefully in August in the hallway, in partnership with the City of Hudson Senior Center.

Grant notifications: \$1,000 for adult Spanish programming from the Bank of Greene County, \$1,000 from Berkshire Taconic Community Foundation for general operating support.

We have the window shades and the install date is set for the 23rd (will be loud and dusty). The library will be closed that day, though there will still be Tai Chi class and Story Hour that day.

New computers and a new people counter are purchased and we are awaiting their arrival for installation.

We will be buying new computer chairs soon, and are researching sound buffering for the kids area.

Approving new MHLS Memo of Understanding

A motion was made to approve the MHLS MOU by Sherry Jo Williams and seconded by Michael Grisham. Vote to approve the report was unanimous.

Gary asked how many staff we currently have. We have 13 staff working at the library including part time (3-32 hours) and full time staff; some in specialized positions such as our Spanish language instructor. We also have Americorp workers and a Pathstone worker, as well as volunteers. We funded one additional staff member for this year (not yet hired).

Trustee education requirement is 2 hours annually. If anyone needs help finding resources for that, please reach out to Emily.

Updated Oral History Interview Form

Emily and the History Room presented a new updated oral history interview release form and interviewer release form for oral history projects in place of a formerly used form.

We are starting up our oral history program again and would like to start using an updated release form that has a checklist of yes/no questions (ex. if the interviewed person would like the interview to be shared on radio) and a withdrawal section (right to withdraw oral history at any point after).

Kellen asked about the process for withdrawal. Emily said we can check with Brenda and Oral History Summer School about what the withdrawal process would look like and whether we would keep a digital copy or destroy the original physical copy of the recorded oral history requested to be withdrawn. These details can be added to a future policy draft at a later date or noted in a procedural document.

A motion was made to approve the new Oral History Interview Form by Liz Dickey and seconded by Miranda Barry. Vote to approve the report was unanimous.

414: Liz Dickey

414 is a legislative process to go to municipalities and request voters' to increase funding to the library.

Hudson provides \$350,000 and Greenport provides \$85,000 in community-based funding annually to the library.

Once a 414 ballot measure passes it continues in perpetuity unless we bring another ballot initiative before voters and are successful in securing the majority of the vote.

The 414 committee determines where we want to do a 414 in a given year.

A bill was passed so that only 25 signatures are now needed to get a proposition for library funding on the ballot.

Participation involves working with the board of elections, collecting petition signatures, checking with a lawyer, marketing, and education.

Time commitments may be less time intensive this year than last year.

Kickoff meeting May 1st (location and time TBD, Dani will send details) to determine this year's goals, how to approach parity and inflation, discuss other open questions, anyone who would like to join is welcome to. Not being at that meeting does not preclude you from participating in the 414 committee.

Board Development: Dani French

The Board Development committee chair is vacant. The chair helps find new board members and the strategy to do so. Involves interviewing potential trustees and onboarding of new trustees. Requires documentation and coordinating volunteer night with the Friends. If interested in this committee, please reach out to Dani.

We still have an open seat on the board (18 person board we currently have 17 people on the board). If someone could fill in the vacant board seat, they could start sitting in now and attending meetings and voting immediately (and be officially voted in the next year).

There is no requirement to be a board member to participate in committees.

Fundraising and Marketing: Dani French

This committee is not currently active, as we had shifted towards focusing on our two main fundraising event committees (Gala and Ghostly Gallop). There has been some interest expressed in getting this committee going again. If interested, reach out to Dani.

Programming: (Chair Vacant)

Maddie Meehan was most recent chair and shared the following information about this committee:

Programming is a year round committee, summer is an exciting time on the committee (summer reading). Tracy plans a lot of touch points with the community and needs support.

Supporting Tracy in planning and developing events, and volunteering at events. Maddie helped start a Tai Chi program with Tracy while Chair of this committee. You can table at a lot of fun festivals and community days over the summer (ex. Latinx Festival).

We will be at the Hudson Book Festival at Hudson High School this year in May, always fun, reach out to Emily if interested.

History Room: SJ Williams and Gary Sheffer

SJ is going into a busy season and asked if Gary could be the temporary chair. Gary is former chair and has agreed to be the temporary chair. There are volunteer researchers who attend the Committee's monthly meetings who are active community members.

There will be an archival event in June where community members can submit memorabilia/artifacts related to Hudson's LGBTQ+ history..

Board members on this committee don't need to attend the monthly meetings, can help out in other ways in the history room (ex. preserving, archiving, and cleaning).

There are multiple websites the History Room hosts or contributes to (BLACC, HAL Oral History Project, History Room site, NY heritage, Consider the Source NY with resources for educators, and more).

The History Room collects documents and photos from Hudson, Greenport, and Stockport, reference books, etc. They offer 10 programs a year and answer research requests. Open hours are Saturday 10am-1pm and Wednesdays 6-8pm.

Everyone on the committee has a niche, you can jump in and out easily based on your interests. Mission is to make community artifacts digitized and available for community, requires fundraising, always looking for fun event ideas.

Information on upcoming history events are available in the newsletter and website.

Gala: Jessica Almeah-Frazer

Gala location discussion is ongoing. We are interested in seeing quotes for venues, potentially revisiting with the Caboose, and inquiring with Spark.

Date for the Gala is tentatively the weekend after Labor day.

So far just SJ and Jessica are on this committee, Billy from the Friends is interested in helping. Reach out to Jessica if you are interested.

The Gala is our biggest fundraiser (annual ticketed fundraising dinner w/ theme). We recognized two community members who made significant contributions. Last year the theme was Freedom to Read and we displayed frequently banned/challenged books, and Linda had an interview viewable for attendees. At the gala there is a Call for the Cause where people have the opportunity to donate to the library. Last year was at

Union Street Brewery, and we are looking into bigger spaces potentially.

Ghostly Gallop: Crystal Jeffs, Ryan Kelly

This event is our annual 5K fundraiser and free kids fun run, and this will be our 24th year doing it. Around 300 people attended last year. This committee includes marketing and logistics.

We will have a road map in May (the Gallop will be Oct 27th this year). There will be a push for fundraising and a day of events that are interactive and educational. Costumes are encouraged (optional) and it's a great family event. The website is ghostlygallop.info.

Logistics on this committee include obtaining permits, mass gathering notice, and securing banner placement. This year it starts and ends again at Hudson High School. The team wants to start marketing and reaching out to previous donors as early as they can, could use new members and help to support these efforts!

Dani's note: next month we will formally commit everybody to participation in a committee.

Friends of the Hudson Area Library Report: Ryan Kelly

Next Friends meeting is next Wednesday. Ryan is the liaison with the Friends and reports to and from Friends meetings (bi-monthly) and the Board meetings.

Emily's Annual Presentation:

Many new visits this last year and collection use was also increased

Provided access and support to technology to community members, many not otherwise able to access these resources, as well as support in using these resources. Offered support for job search, career development, etc.

Other highlights: group and individual programs for all ages with attendance of over 6,400 at over 574 programs, as well as 296 one-on-one programs; programs for children, tween and teens, adults, and intergenerational; bi-lingual and spanish-language programs and collections, community outreach programs, health and wellness resources and programs; successful fundraising and community funding initiative; collaborations with a large number of community partners.

2024 focus areas: long-term sustainability (revenue, partnerships, donors), local culture and history (assistance, partnerships, programs, collections), feedback from community to continually grow and serve their needs.

Motion to approve the annual report by Miranda and seconded by Michael. Vote to approve report was unanimous.

New Business/Public Comments.

Lloyd requested that the public have access to the library at 9am.

Mark shared that in his experience as a long-time trustee feedback from the community has been a weakness of the trustees in our oversight duties and asked the following questions for the Board: How do we know that we

are doing a good job? What is an organized method to reach out and assess how we are doing?

Mark shared that if we ever want to be reaffirmed of library importance in the community, we could go to the Pride Parade and participate in the Library contingent there.

Mark suggested that we should convert Emily's presentation to a video to present to and share with the public.

Motion to adjourn was made at 07:24 pm by Joseph Ferris and seconded by Ryan Kelly. Vote to adjourn was passed unanimously.

Jim Kelly, 04 11 2024	5/16/24
Recording Secretary	Date of approval