



Board of Trustees Monthly Meeting

Date: 06/20/2024

Location: Library Community Room

Trustees Attending in person:

Dani French (President), Jim Kelly (Secretary), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Wesley Brown, Joseph Ferris, Linda Friedner, Sean Gilleran, Kellen Henry, Crystal Jeffs, Ryan Kelly, Carol Pledger, Gary Sheffer

Excused: Miranda Barry, Elizabeth Dickey, Maddie Meehan, SJ Williams

Staff Attending: Emily Chameides (Director)

Meeting was called to order by Dani French at 06:03 pm. She welcomed trustees and staff.

A motion to approve the May 2024 minutes was made by Ryan Kelly and seconded by Linda Friedner. Vote to approve minutes was unanimous.

Reports

President's Report: Dani French

It is the busy season for the library. Last month everyone committed to a Board committee for the year. If you were not there and have not done so, please contact the committee head for the committee you're joining and let Jim know so he can update our Board directory.

Trustee education reminder—there are lots of great courses available to fulfill your 2 hours requirement. Dani attended one on the fiduciary and financial responsibilities of library boards and it was really interesting. Trustee conflict of interest statements were discussed—please sign conflict of interest and ethics forms that Jim is in possession of if you haven't already.

Treasurer's Report: Michael Grisham

Through May, we collected 71% of our annual budgeted operating income and spent 35% of our budgeted operating expenses.

Income: Total Receipts were just over \$7,000 for the month.

Expenses: Total Expenses were a bit over \$70,000 for the month.

Notable in Expenses for the Month: \$3,479 for computer chairs

It was noted that May payroll expense was higher due to more pay periods in that month.

A motion was made to approve the Treasurer's Report by Carol Pledger and seconded by Joseph Ferris. Vote to approve the report was unanimous.

A motion was made to approve the Profit & Loss Statement by Jim Kelly and seconded by Joseph Ferris. Vote

to approve the report was unanimous.

Director's Report: Emily Chameides

We had a strong Grant month, with grants received from HRBT and Children's foundation. We're working on a general operating grant through NYSCA (New York State Council on the Arts) under the folk arts category, as recommended by our partners at NY Folklore.

New computers are in the building and are being prepped for installation. Our patron access system is being changed. This system monitors time use on computers and payments for printing, and the new system will include mobile printing capability. We're exploring improvements to AV equipment due to issues playing DVDs or just audio, currently you have to connect to the projector to do that.

The online catalog has new improvements coming in and may be enhanced by the next meeting including a new mobile app and a new system for overdue and bill notices. We can make these notices a more welcoming experience for users.

We have a sound squad temporary committee of Jess, Dani, Emily, Chris, and Amber and are thinking of implementing noise canceling headphones, friendly signage, and other interim steps for the time being before looking at more expensive, building-altering options. An acoustic specialist quoted \$30,000 for potential sound baffling and buffering effects and from there potentially sound masking additions (steady noise to mask sound) that we will need to look into more before moving forward.

There is a lot of live and in-person trustee education on the schedule. Please either update the chart or let Emily know when you have completed Trustee Education.

Friends of the Library contributed \$2,400 towards summer reading, collections, and history room whaling exhibit expenses. The collections contributions will support an adopt-a-book campaign for children's books for the summer, as well as funding for e-resources (some of which are pay-per-use), which are growing in popularity and thus incurring more cost for the library. Crystal brainstormed ideas for how to market the adopt-a-book program.

Board Development: Sean Gilleran

Committee is going to try to get together in the upcoming weeks to look back at last year's recruitment and what worked and what opportunities there are this year. Will discuss using programming or other events to build a pipeline of people interested in joining a committee and/or any vacant/future board seats.

History Room: Gary Sheffer

The committee discussed an event coming up on 6/27 via Zoom about the history of early New York through a digital mapping program and the March–June 2025 Hudson whaling exhibition in collaboration with other institutions (CCHS, DAR, and a museum on Long Island) regarding how Hudson was affected by whaling. Committee members took assignments for the whaling exhibit and there was also discussion around presenting information from the mansion ledger which includes records from the mid-1800s.

They also discussed the interest in programming in the history room for Stockport and Greenport, as well as an update on the historic newspaper project with historic newspapers looking to see if/how they can be digitized.

In November, there is an idea for a talk around the lighthouse. September is the 200th anniversary of Lafayette's tour of the US. There is a historical marker by the waterfront. The committee is researching the political topics of the time to prepare engaging content for this potential fall programming.

Gala: Jessica Almeleh-Frazer

Gala will be at the Caboose on Friday, September 6. Theme ideas are being discussed including “home is where the heart is” combined with the library’s 65th anniversary, with the idea that the library is home away from home for its patrons. Committee is working on who to honor for Lions of the Library.

Jessica will look into the parking set up at the caboose. The Friends also are in their anniversary year and will have an anniversary cocktail party in August. Jessica can make a save-the-date email to send out to attendees from last year.

We made about \$108,000 last year minus expenses from the Gala but we set a smaller goal for this year’s budget. We discussed ideas for compelling and engaging ways to raise money. There are ongoing efforts for library efforts and we discussed promotional ideas to bring attention and interest to the Gala and contribute.

Ghostly Gallop: Crystal Jeffs, Ryan Kelly

We’re finalizing a contract for the Gallop site with the contractor. We are practicing using a CRM this year and copied the list from last year and added new businesses. We played around with bringing the wordpress website into the Library website to keep in the ecosystem of the library.

We decided to reach out to sponsors earlier this year and drafted a note for that. Crystal took notes from participating in the Kinderhook 5K event. We’re looking at color themes and medals/hats. We may set up an Instagram in July for the Gallop. The Committee will come together in August to start working. Date set is Sunday October 27, same day as Hudson Halloween. Discussing potentially re-routing the race through Hudson thoroughfare in a future year if feasible.

Programming: Kellen Henry

We are in kickoff and reorganization mode. Outreach, community, and partnership and marketing help are topics where the board can maybe plug in and help Programming staff. Per patron feedback, paper fliers about programs do lead to attendance and we may further leverage this with more concrete ideas.

414: Joseph Ferris

We landed on asking for a 50k increase for Hudson and a 10k increase for Greenport. The committee will work on identifying a consistent formula to plug and play for % increases for each municipality's voters in future strategic campaigns. The Board was presented with a resolution to accept the petitions and add the question to the ballot at the 2024 General Election.

A motion was made to adopt a resolution to accept the Greenport petitions and add the question to the ballot by Linda Friedner and seconded by Ryan Kelly. Vote to approve the resolution was unanimous.

A motion was made to adopt a resolution to accept the Hudson petitions and add the question to the ballot by Sean Gilleran seconded Wesley Brown. Vote to approve the resolution was unanimous.

Friends of the Hudson Area Library Report: Ryan Kelly

The mid-May Friends balance was \$14,000 of which \$4,200 is restricted for the 414. Annual Friends membership mailing brought in over \$3,000 before the wish list Emily referenced. The new bylaws and conflict of interest were finalized and approved by the Friends.

A second clothing swap utilizing grant money will be July 13. The 25th anniversary Friends cocktail party is

currently being planned for early August and we will be informed of the date. The next Book and Bake Sale is Sept 13-15. The VP of Friends role is vacant; feel free to spread the word to prospective volunteers.

Pride parade notice from Ryan: Please attend the parade on Saturday that starts at 2 pm; we are meeting on North 7th and are #9 in the line up behind Planned Parenthood and before a Bindlestiff Family Cirkus, we have posters and swag. We are trying to be assembled by 1:30pm and to represent the Library and Board well.

New Business/Public Comments: None.

Motion to adjourn was made at 06:57 pm by Joseph Ferris and seconded by Wesley Brown. Vote to adjourn was passed unanimously.

Jim Kelly, 06 20 2024	07 18 2024
Recording Secretary	Date of approval