



## Board of Trustees Monthly Meeting

**Date:** 05/16/2024

**Location:** Library Community Room

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

*Dani French (President), Elizabeth Dickey (Vice President), Jim Kelly (Secretary), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Miranda Barry, Sean Gilleran, Kellen Henry, Crystal Jeffs, Ryan Kelly, Maddie Meehan, Carol Pledger, Sherry Jo Williams.*

**Excused:** *Joe Ferris (attended remotely), Linda Friedner, Gary Sheffer*

**Absent:** *Wesley Brown*

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

**Others Attending:** Lloyd Koedding

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

*A motion to approve the April 2024 minutes was made by Miranda Barry and seconded by Carol Pledger. Vote to approve minutes was unanimous.*

## **Reports**

### **President's Report: Dani French**

In the Board Development Committee report section of the meeting, we will note our committees for the year. Jim Kelly will update the Board Directory after this meeting. Joe Ferris will lead the 414 Committee this year and Sean Gilleran will lead the Board Development committee.

Emily Chameides will update us on the library sound management and mitigation issues, solutions that she has been exploring, and how interested board members can help with this initiative.

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

Through April, we collected 70% of our annual budgeted operating income and spent 27% of our budgeted operating expenses. We are ahead in collections due to public funds and spending less than budgeted to date.

Income and expenses: Total Receipts were \$14,781 for the month. Total Expenses were \$69,167 for the month. Notable in Expenses for the Month: In Public Programs, \$4,304 expenses for the BLACC exhibit, which was funded by a grant.

*A motion was made to approve the Treasurer's Report by Sherry Jo Williams and seconded by Elizabeth Dickey. Vote to approve the report was unanimous.*

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

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

Since our last meeting, we have received a grant from the Fund for Columbia County of the Berkshire Taconic Community Foundation \$5000 for general operating support and special legislative aid from Assemblymember Didi Barrett for \$5555.55 for general operating and summer reading programs, who also is arranging to obtain funding for the library for next year.

We are participating in the 518 Day of Giving, an initiative of the United Way of the Greater Capital Region to raise funds for nonprofits in the 518 area code region. The big push for 518 is May 18. Emily encouraged trustees to share our social posts for that initiative.

Book Fest radio show went great last friday, very fun and received good feedback. Hey DJ program performance/dance party at the end of the week had great turn out and feedback as well. Thanks to Kellen and Linda for helping out at our table at the Hudson Children's Book Festival that weekend as well.

See the "save the date" events noted in the emailed directors report and trustee education information.

Shades were installed on the south-facing wall of the main floor. Computers and computer chairs are ordered, paid for, and coming soon.

Sound management and mitigation initiative: We've had feedback from some parents that young children are getting too many quiet reminders from staff and may not feel welcome in the space. However, some library patrons are bothered by the noise from the children's area. Emily has checked in with staff, other librarians, researched, and had an acoustic specialist check the space for potential improvements (who we are awaiting hearing back from). Looking into three ways to improve the sound management:

1. Potential space improvements: sound buffering, sound masking, ambient noise, furniture, screens, sound pods. Potential glass wall in the early literacy play area of kids area - would require HVAC modification and landlord permission. A temporary or half screen may help as well.
2. Policy and procedures: Our patron code of conduct is due for an edit; "reasonable quiet is expected" - we may update this to be more descriptive and specific. Procedures about who, when and how to approach sound issues and how to communicate with parents when needed.
3. Communication and staffing: New signage to communicate sound policy in a gentle and clear way. Youth services coordinator job posting - potentially changing position from tween/teen focus to youth/family focus.

### **Board Development: Sean Gilleran**

The following Board members selected to participate in the following committees:

- Jim Kelly - 414
- Carol Pledger - History Room
- Maddie Meehan - Gala and Ghostly Gallop
- Jessica Almeleh-Frazer - Gala, Ghostly Gallop, Sound Squad
- Sherry Jo Williams - Gala, Sound Squad, History Room
- Kellen Henry - 414, Programming (chair)
- Crystal Jeffs - Ghostly Gallop, Board Development, Gala, Sound Squad
- Ryan Kelly - Ghostly Gallop, Gala, friend of the Friends

- Miranda Barry - Gala, History room
- Sean Gilleran - Board Development, 414
- Michael Grisham - Treasury, 414
- Elizabeth Dickey - 414, Board Development
- Joe Ferris - 414, History Room, Board Development

Recruitment for the Board for those whose term is ending March of next year and one current opening. We have the Treasurer role opening for next year as Michael will be completing his second 3-year term.

The committee will explore how to build a pipeline for the Board and the Friends. Sean is looking forward to getting the Committee together.

### **History Room: Sherry Jo Williams (on behalf of Gary Sheffer)**

The next event is 6/6 LGBTQ+ Archive launch with Trixie Starr as emcee. Hoping to solicit swag/memorabilia/ephemera to help build the collection (physical donations or digital via scanning).

New oral histories have been added to [oralhistory.hudsonarealibrary.org](http://oralhistory.hudsonarealibrary.org).

Zoom presentation upcoming (June 27) - Impressions of a New World - will include views of a 3D model of New Amsterdam (lower Manhattan) in 1660.

We are receiving a wide array of donations recently of Hudson history documents.

Brenda wrote an article published in the Columbia paper (we will have this forwarded to us) noting how energized the History room is in the library.

Side note: OutHudson Pride is Saturday 6/22 and we are hoping to have a good turnout from the Board.

### **Gala: Jessica Almeleh-Frazer**

Jess has been in touch with The Caboose, Union Street Brewing, and The Aviary (Kinderhook).

- The Caboose estimate came in at \$27,000 total. Could hold up to around 130 people (we had about 120 last year). Would be less weather concern. Miranda could potentially reach out to Ben Fair about any possible modifications in estimate and flexibility in pricing.
- Union Street max would be 120 people, 100 is ideal. We spent about \$18,500 last year. For the Friday night we want at Union Street they do have another interested suitor.
- The Aviary (Kinderhook) - large hanger space, quoted \$19,720. They have their own parking lot and could hold up to 130 people. May not be best in terms of location since it is not in our service area.
- Spark of Hudson is probably not the best venue per Elizabeth in terms of Capacity.

The Gala committee will think on who we are going to honor.

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

Prioritizing registration much sooner, updating contracts with racing companies and the website over the next few weeks, organizing earlier on outreach. Potentially using a CRM for outreach.

Considering having an instagram page for the Gallop this year. Will engage the committee to be active 2 months before the October gallop. If interested in fundraising, marketing, outreach about wellness and fitness those skills and interests would be appreciated.

Also looking into medals and hats for this year. Registration fee is \$25 dollars. Maddie suggested that we consider increasing this fee in a reasonable way this year.

**414: Joe Ferris**

Members met 05/01 to discuss municipalities this year: identified Hudson and Greenport.

This year we would like to ask Hudson to increase contribution by \$25,000 (current \$350,000) and Greenport by \$5,000 (current \$85,00) to adjust for inflation. The total amount increase would require a tax levy override if we are successful.

Michael noted that if we increase the percentage amount contribution by the same amount in Greenport and Hudson, this could lead to a perpetual disparity. He also noted that starting 2026 there will be an election every 2 years and not a separate yearly local election. We have to plan for how to get onto the 2 year schedule. If we are aiming to mail (advertise) the proposed cost increase may be not too far from there. Michael has a long term goal for 414 to get more money from Greenport.

Key moment timeline in the coming months before election day has been developed.

Miranda noted that Hudson’s library receives generally less fundraised amounts than government funding.

Dani read the Tax Cap Resolution to the Board in the meeting.

*A motion was made to approve the Tax Cap Resolution for 2024 by Michael Grisham and seconded Miranda Barry. Vote to approve the report was unanimous.*

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

The last Friends meeting was 04/17. The Friends have a current balance of \$10K, of which \$3600 held in escrow for the 414. Friends initiated annual mailing, the new executive board was approved, they reviewed Friends bylaws.

Book and Bake sale 09/13-09/15. Potential holiday ornament fundraiser, applying for grants for that. Planning clothing swap #2 after the first one which was held in late 2023. Next Friends meeting is June 18.

**New Business/Public Comments:**

Lloyd Koedding re-iterated Mark’s comment last meeting about the importance of implementing ways of getting feedback from the public and offered the idea of a suggestion box that people could drop their suggestions into.

Lloyd reiterated his comment from a prior meeting that he would like to see the library open earlier and noted it may be worthwhile to reconsider our signage about masks.

*Motion to adjourn was made at 07:29 pm by Elizabeth Dickey and seconded by Sherry Jo Williams . Vote to adjourn was passed unanimously.*

Jim Kelly, 05 16 2024
<b>Recording Secretary</b>

06 20 2024
<b>Date of approval</b>