



Board of Trustees Monthly Meeting

Date: 08/15/2024

Location: Library Community Room

Trustees Attending in person:

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

Excused: Miranda Barry, Joseph Ferris, Linda Friedner, Ryan Kelly

Staff Attending: Emily Chameides (Director)

Meeting was called to order by Dani French at 06:05 pm. She welcomed trustees. No guests in attendance.

A motion to approve the July 2024 minutes was made by Elizabeth Dickey and seconded by Michael Grisham. Vote to approve minutes was unanimous.

Reports

President's Report: Dani French

Jessica led designing amazing invites to the gala. Board members without pre-existing conflicts are expected to attend and purchase tickets. If financial assistance is needed for the cost of tickets, please contact Dani. Registration for the Ghostly Gallop is open. September meeting notes will be taken by Carol Pledger in Jim Kelly's absence. Dani would like to create a policy amendment where sick board members can attend meetings remotely which would need board approval. Dani will write a policy amendment for us to consider at the next month's meetings.

Treasurer's Report: Michael Grisham

Through July, we collected 76% of our annual budgeted operating income and spent 49% of our budgeted operating expenses. We are ahead of budget on the expense side. Income: Total Receipts were \$13,760 for the month. Expenses: Total Expenses were \$67,848 for the month. Notable in Income for the Month: In Foundation Grants: Restricted, \$2,000 from the Ackerman Foundation for Bilingual Programs. In Unrestricted Grants, \$5,000 from John Schobel for the LGBTQ+ Archives (in honor of Rich Volo).

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

A motion was made to approve the Profit & Loss Statement by Jim Kelly and seconded by Wesley Brown. Vote to approve the report was unanimous.

Director's Report: Emily Chameides

We've had great feedback on the library services and programs this summer. We are thankful to Tracy and staff

for developing and hosting the summer reading program. Thanks also to Billy (Friends president) for putting together raffle baskets for the summer reading program and to the many local businesses that contributed gift cards and items to that. Circulation of both print and e-resources has increased this past month.

Hudson-raised photographer Dolwain Green's photo exhibition coming up later this month, with the opening reception as part of the Hudson Eye Festival on Tuesday, August 27 from 4-6pm.

New computers and computer systems are up and running. We now have a mobile printing option. We have A/V equipment updates coming soon and the new computer chairs were installed.

Upcoming outreach opportunity: Columbia County Fair tabling with CCLA on Friday, August 30 from 9:30 - 3:30. Next in person MHLA Trustee education session is in Kinderhook.

Friends of the Hudson Area Library have a September 13-15 Book & Bake Sale coming up. Individual portions for baked goods work best and can be dropped off on Thursday the 12th or Friday the 13th. You can drop books off at the front office. One box per person per week limit, closer to the sale you can bring more if they are in good condition.

Board Development: Sean Gilleran

Sean asked Michael Grisham to describe the duties of the Treasurer for anyone interested in taking this role when his seat is vacant next year. Michael described the skillset to be treasurer:

Must be proficient at excel, knowledgeable or able to learn a desktop version of QuickBooks, and able to put out reports each month. Ability to discern and input anything notable in the monthly report. 1x/yr budgeting enterprise with a financial committee (former treasurers and current treasurer) to review Emily's written budget over a course of a few weeks. The major job is to be sure that the reporting is being done. The budgeting formally does not have to be reviewed until March. Whoever takes on Michael's duties, it would be ideal to express interest by late December to learn the budgeting process. All templates will be updated for the next Treasurer. The data input is done by an administrative assistant trained in that skill with Emily's oversight and approval. The treasurer has to approve any expense not on the approved vendor list that is described to them by Emily. If anyone is interested, feel free to reach out to Sean and/or Michael. You don't have to be a financial expert to do this!

History Room: Sherry Jo Williams/ Gary Sheffer

More oral histories have been completed. We received a \$5,000 donation - funds raised at the Poke the Bear party (a Pride Event). This adds to the \$4,100 grant from the Eutopia foundation for outreach/oral history participant recruitment for the LGBTQ+ collection.

Spring 2025 History of Whaling in Hudson exhibit work is underway. \$600 donated from Friends of the Library for research and content production.

Carol has been inventorying the digital collection. Open hours for the history room are Saturday and Wednesday evenings. Hudson city archival collection is in process of being updated, Columbia County collection has been updated. Both will be online and searchable in the next few weeks. Joe and Gary are giving a presentation on Lafayette's visit to Hudson 200th anniversary on October 3. Details coming soon - will be a marquee (or shall we say, *Marquis*) event!

Gala: Jessica Almeah

We solidified the menu with the venue and a general run of show, invitations have gone out, we will have music and a print out of where the donations go towards to place on tables, we will be picking up flowers to

decorate the space. All the major details are set in stone we just have to sell tickets! We will be posting fliers. At Play Pop there will be a discount for dropping off kids for parents attending the Gala. Invites are not needed in order to RSVP; anyone interested in attending can purchase a ticket from the website. We do have extra print invitations - let Emily know if you wish for her to send one to someone in particular or if you wish to pick some up to send out.

Keep an eye out for email prior to Gala with volunteer requests from Jessica - check in, check out from call for the cause, parking lot assistance, and other roles. Tentative schedule: 6pm cocktail hour, 7pm dinner, 7:30 main course, 8pm presentations begins, dessert at 9pm, event ends at 10pm.

Ghostly Gallop: Crystal Jeffs

Flyers coming soon. We will need help with posting flyers at breweries, gas stations, coffee shops, etc. Website is live within the Hudson library website. Updated sponsorship page with two higher tiers. You can forward the email and sign up. Early bird tickets by Sept 30 then \$5 more. We have an instagram account to share prior years content to build up excitement and to post basic race info. Emails have been sent to previous runners, previous outreach, potential sponsors. Let Crystal know of any potential sponsors. Medals for everyone this year - Ghostly Gallop finisher. Custom made mugs for winners. Team medals: largest team and most funds raised.

Next steps: prepare and identify gifts, perhaps prepare with ponchos in case needed. If you want to join the committee and have a role at the Gallop feel free to reach out to Crystal and Ryan. We will have a table at the Hudson Farmers Market Oct 5th or 19th and volunteer assistance there would be appreciated.

Programming: Kellen Henry

Flyer with free September programs handed out today. Flyer circulation volunteering is ongoing. Highlights of the summer from Tracy: animal programming (lizard and raptor events) was great, Wes Anderson film screening went really well with Story Screen as part of the Hudson Film Festival.

414 Committee: Dani French (in place of Joseph Ferris, excused from today's meeting)

We decided on one mailer per town. We are working on a brochure to keep at the library front desk if patrons have questions. Figuring out quantity of mailers and cost (perhaps with stamps on them rather than an event to stamp and prep mailers). The board received a letter from Mayor Johnson requesting that we reduce our 414 funding ask for the City of Hudson. Dani is working on a response to provide more transparency to the mayor about how we calculated the increase that will be proposed to voters.

New Business/Public Comments: none

Motion to adjourn was made at 7:17 pm by Wesley Brown and seconded by Elizabeth Dickey. Vote to adjourn was passed unanimously.

Jim Kelly, 08 16 2024
Recording Secretary

09 19 24
Date of approval