



# Meeting Minutes: Hudson Area Library Board of Trustees June 19, 2021

## Call to order

A meeting of the Hudson Area Library Board of Trustees was held at the library on June 19, 2021. President Mark Orton called the meeting to order at 10:25am.

## Attendees:

Mark Orton (President) Caitie Hilverman (Vice President), Michael Grisham (Treasurer), Miranda Barry (Acting Secretary), Julia Black, Kimberly Erwin, Kenneth Kraus, AnnaMaria Assevero, Charlie Whittingham, William Stenehjem., Elizabeth Dickey

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

**Others Attending:** Janet Schnitzer (Friends, Mid-Hudson Board), Janet Miller (Friends)

**Excused:** Gary Sheffer, Carol Pledger

**Absent:** Dan Ronsani

## Approval of minutes

Motion to approve Minutes of the May Meeting by Charlie Whittingham, 2<sup>nd</sup> by Liz Dickey. Unanimously approved.

## Reports

### President's Report: Mark Orton

Basement Lease: Lower level meeting rooms. David Murphy and DeWayne visited and agreed that the increased rent was fair in that the space was larger than promised. Library is contributing to the construction costs. Galvan will rebate rent for about 2 years in a separate agreement. Michael Grisham moved to approve the lease. Ken Kraus 2<sup>nd</sup>. Unanimously approved.

Meeting next week to discuss fundraising goals for the rest of the year to meet the budget. Mark, Miranda, Charlie, Julia, Caitie to attend.

Change the Board Meeting to the 3<sup>rd</sup> Wednesday of the month at 6pm. Motion by Kimberly, seconded by Julia. Unanimously approved.

### Treasurer's Report: Mark Grisham (Report Attached)

31% of budget has been spent. In May we paid \$5,500 annual accountants' fee.

Health Insurance costs are reduced because a staff member elected to take his wife's coverage. Expenditures on track to be lower than the budget, but there is still a significant gap in Fundraising and

Foundation Grants.

Foundation Grants – still more to come in. One we're sure of, some come end of year that we are fairly confident about, a few still to be written.

Motion by Charlie to approve the Profit & Loss detail, 2<sup>nd</sup> by Ken. Unanimously approved. Motion by Miranda to approve Treasurer's Report, 2<sup>nd</sup> by Charlie. Unanimously approved.

### **Library Director's Report: Emily Chameides (Full Report Attached)**

Highlights:

Next steps to opening – July 1 expand hours to open at 10am, daily except Sunday. Close to pre-pandemic hours but not open Sunday or Tuesday night. Remove the necessity for appointments. Will allow for reservations for a computer, curbside service, and programs.

Open History Room for visits by appointment. More reading and writing tables, still spaced  
More in-person programs.

Will require masks for those over 2 years old indoors. Fully vaccinated staff in private spaces masks not required, but they are required on the floor. Private meetings ok without masks for rentals and literacy connections tutoring sessions if all participants are vaccinated. Promote social distancing. Cleaning log and sign-in forms no longer required.

May want to consider moving forward to change open hours to 10-6 instead of 9-5. Don't have all volunteers back yet, and staff are busy working the current open hours, so holding off on further extension of hours. Hope to get volunteers back soon. Currently, open Tuesday evenings for program and meeting room use only.

Mark Orton – reasons for masking – few teens and no children have been vaccinated. Only 52.3% one dose vaccinated, 43% fully vaccinated in zip code 12534. Report these figures on the website.

Basement work – firm deadline June 30. Landlord grants delayed, COVID delays mean we are pushing to meet the deadline. Must fill out Scope Change form to detail what we will be able to spend by the end of the month. Now that lease is signed, security installation has been scheduled, furniture going to be installed (except for a few parts). May move Internet line installation to the security team. Will be able to finish almost all by June 30.

Ken Kraus has been extremely helpful and persistent in designing the lower-level and keeping the process moving forward. Thanks from Emily and the Board. Be prepared for higher costs for the construction because of higher costs of materials since the April estimate.

New State mandate: Libraries must review policies every 5 years.

NY Hero Act – model guidance for an airborne infectious disease prevention policy to be published by the state. Within 30 days of that we must have our own policy in place.

Rajmina Chowdhury – Has been working in the Library for several years, now working on Saturday, but has applied for a job she may be taking.

Mashuda Sultana – Bound By books radio co-host and former summer youth employment program worker, beginning an AmeriCorps term at the library.

## **Board Development Committee – Caitie Hilverman**

Down to 14 Board members – need to recruit more! Lost Adrienne because her work requirements changed shortly after she joined. Change to eliminate weekend meetings may be very helpful.

Looking for candidates with these qualities and expertise:

Fundraising and Event planning event experience

Activists and Organizers

Good at bringing people together

Legal expertise

Youth

Cultural Diversity

Means to contribute, financially.

Caitie will provide language to send out to the Board Members to help recruit among their friends. Mark happy to meet with people who might be interested. Invite them to attend a Board meeting or committee meeting.

Ideas:

Kim Bach, Tessy Keller and Jay Neuschatz, Paula Forman – Perfect 10 chair.

School connections, local business owners.

### **Programs: (Emily reporting)**

Spanish classes resuming, Ms. Kathy drop-in times are very popular. Plant ID Walk with Library of Local Program. Battle of the Books teams with collaborating libraries in Claverack, Philmont and Roe Jan. Sylvia Center cooking class – kids in the kitchen and kids cooking. HACK the Library video workshop livestream broadcast July 17.

Summer giveaway program – received books from Peter Frank/Little Free Libraries, as well as other sources. Bags with craft supplies and books and information about programs.

Nonfiction book club: *Caste* by Isabel Wilkerson in 2 parts 200 pages this month, 200 pages next month. Last Monday of the Month.

2 weekly story hours, Fridays with Claverack, Roe Jan and Philmont programs, Drag Queen Story Hour, Wild foraging at Oakdale Lake, Understanding Alzheimer's and Dementia.

### **History Room: Gary Sheffer**

Collection Reproduction Policy – History Room committee drafted, reviewed by Ginger Benedict. Need more context for use of HAL materials in commercial settings – in a book or a film. Not allowed to reproduce items for sale. Michael Grisham moves to approve, 2<sup>nd</sup> by Charlie Whittingham, unanimously approved.

13 City of Hudson Directories now scanned and are available on our website and NewYorkHeritage.com. Searchable. Brenda posts historic images on our social media twice a week, encourages Board members to like and share. Meeting with Marketing and Fundraising Committees to discuss marketing of History Room events and activities. Donations of a Military hat and books. Selling HAL Tea Towels at Verdigris. Institute of Museum and Library Services grant – soon will create website with Black Legacy Association of Columbia County collection and the library's oral history collection.

**Fundraising: (Miranda Barry with AnnaMaria Assevero taking notes)**

Ghostly Gallop collaborating with NY Firefighters road race next weekend. Will receive 10% of proceeds and publicity.

Business Raffle – 5 businesses download card and pay \$10 start 1 July. Download card or pick it up at the businesses. Use social media from the Library and the businesses to promote. Posters for shop windows. Do a Facebook event. A chance to engage the Library in promoting local businesses.

Applying for grant from Foundation for the Aged suggested by Carl Whitbeck may be \$15,000/year.

Art Auction: David Murphy is joining the committee to help plan this – has raised hundreds of thousands of dollars for the Provincetown Art Museum through auctions. Can help us build on the success of last year’s auction.

Block Party in September with dinner for higher-ticket. Various booths, music, flea market, etc. to celebrate Back to School. Need to coordinate with Hudson Promise Neighborhood to be sure it doesn’t conflict with their event.

**Marketing (Charlie Whittingham)**

Planning marketing support for the History Room.  
Library Brochure at the printer’s will be done by July 1.

**Friends of HAL (Janet Miller Reporting)**

Friends raised \$1046 from a book sale. Selling candy bars from Vasilows. Looking for a president. Will be meeting in about 3 months. They have room for more books now for the next sale. The Board encourages Friends to participate in the Back to School Block Party and use it as an occasion to recruit more members.

**Motion to adjourn at 11:47 was made by Charlie Whittingham and seconded by Elizabeth Dickey. Motion passed unanimously.**

Miranda Barry  
**Acting Recording Secretary**

**Date of approval**