



**Board of Trustees
Meeting Minutes**

Date: May 15, 2021

Location: Remote (Zoom)

Trustees Attending:

Mark Orton, Charles Whittingham, Anna Maria Assevero, Julia Black, Caitie Hilverman, Daniel Ronsani, Michael Grisham, Carol Pledger, Elizabeth Dickey, Gary Sheffer

Staff Attending:

Emily Chameides

Others Attending:

Janet Schnitzer, Janet Miller

Excused: Miranda Barry, Bill Stenehjem, Kimberly Erwin,

Absent, not excused: Adrienne Hamil, Kenneth Kraus,

Motion to approve March 2021 from Charles Whittingham and seconded by Michael Grisham, motion passed unanimously.

And motion to April 2021 minutes from Elizabeth Dickey and seconded by Michael Grisham, motion passed unanimously.

President's Report - Mark Orton

- We need to keep in mind that our fundraising activities need to appeal to many different people in the community.
 - We need to have lots of different kinds of activities that people can support
 - Support from The Friends is a very important part of our fundraising activities.

Motion to approve changes to the by-laws that we discussed at last meeting, including the creation of the rotating secretary (clause 5 Officers) and removal of corresponding secretary. And under "Committees, clause 7" the codification of the Board Development committee, approved by Dan Rosani and seconded by Charles Whittingham, motion passed unanimously

Treasurer's Report, Michael Grisham:

- Through April, collected 58% of budgeted operating income and 25% of budgeted operating expenses have been spent.
- Income for the month was \$13,238

- \$2,500 trustee donation
- \$2,005 donation from friends of HAL
- \$4,950 in grants from Berkshire Taconic Community Foundation
- Total expenses were \$51,037 for the month, notable expense being the teen room mural project.
- **Important to note:** Michael Grisham has been approved by the board to be added as a signer for both the Bank of Greene County and the Community Bank bank accounts and Anna Rachminov and Miranda Barry will be removed as signers.

Motion to approve the Treasurer’s Report document for April by Anna Maria Assavero with Charles Whittingham seconding and motion passed unanimously.

Motion to approve the Profit and Loss document for April by Charles Whittingham with *missed* seconding and motion passed unanimously.

Library Director’s Report, Emily Chameides

Phased re-opening and COVID updates

- Emily meeting with staff in the coming weeks to determine procedures for expanding hours and services
 - The next phase will still include masks and social distancing
 - Will include in-person programming and opening of study areas
 - Need to figure out if need to place limits on length of visits
 - Required to follow regulations for office and retail environments and as of today (May 15) office space capacity is set at 75% and retail is 50% and as of May 19 the retail occupancy changes where there is no set limit COVID wise being replaced with having space for social distancing.
 - Emily is hopeful that we can move forward toward drop-in visits being the standard
 - Cleaning and disinfecting only needs to be conducted daily now
 - No longer guaranteeing materials
 - Majority of the staff is vaccinated now but not everyone is
 - Employers are not to distinguish between workers who are vaccinated and those who are not
 - In two weeks MHLS is hosting a COVID Legal webinar which Emily will attend
 - Funding sources coming up: Emergency Connectivity Fund and American rescue Plan Act, they have millions of dollars available to libraries. Emily attending webinar to learn more.
 - One Act not yet passed but we could do advocacy around “Build Americas Libraries Act” which supports infrastructure projects for libraries

Basement project

- Received lease from Galvan Foundation and Ginger Benedict is reviewing the document and we hope to have it finalized soon.
- We can begin construction as soon as the lease is signed. We are purchasing furniture, technology, security cameras, as well as installing a division wall.
- Project needs to be completed by the end of June.

Library of Local update

- Tools have arrived but need to be catalogued
- Kicked off programming

Working on Summer programming plans

- Include in-person and virtual programs
- Summer reading book bags are back (150 bags to be given out to kids)
- Oral history project is moving along - continuing work on digital archive
 - Should have draft in place by end of June for both Black Legacy Association of Columbia County collection and our libraries collection
 - Received American Library Association Libraries Transforming Communities grant to support one of the listening events as part of that project and that is in collaboration with Oral History Summer School and the focus is on affordable housing and will use oral histories from the collection to inspire discussion around the topic.

Trustee education

- Spring training is underway for trustee education with the MHLS
- HAL purchased access to Virtual Institute for Trustees - if you can't attend live sessions there is a resource page that you can access from emails

Emily shared adopt a book program on the website
<https://hudsonarealibrary.org/support/adopt-a-book/>

Committee Reports:

History Room, Gary Sheffer

- Meeting on May 6
- Developing a policy for re-productions of the collection, e.g. what we should charge for copies and how we handle requests for re-production used for commercial purposes. Ginger is reviewing.
- Working on History Room website; will still connect to library site.
- Looking for more programming content from Stockport and Greenport.
- History Room on Zoom with Chief Moore coming up
- Next meeting is June 3

Fundraising, Miranda Barry

- Miranda and Emily met with Carl Whitbeck about a recurring grant and the next step is to get a written proposal for him.
- Advisory board meeting schedule for early June

Marketing, Charlie Whittingam

- Continuing to sell Ken's paintings at Wylde Market every second week (when space is available)
- Raffle for June to help up and coming businesses in Hudson
- Continuing work on Brochure

Friends of the HAL, Janet Schnitzer

- Friends are having a book sale on Friday, June 4 from 11am-5pm and Saturday, June 5, 10am-3pm in the Library community room

Ghostly Gallop, Gary Sheffer

- Date is on Halloween, Dan and Gary will be looking for volunteers

Motion to adjourn by Anna Maria Assavero at 11:15pm and seconded by Charles Whittingham. Motion passed unanimously.

Julia Black	5/15/2021
Recording Secretary	Date