



Board of Trustees Meeting Minutes

Date: November 18, 2021

Location: Zoom virtual meeting

Trustees Attending:

Mark Orton (President), Caitie Hilverman (Vice President), Michael Grisham (Treasurer), Jessica Almeleh-Frazer (part), Anna Maria Assevero, Miranda Barry, Julia Black, Elizabeth Dickey, Kimberly Erwin (part), Carol Pledger (Acting Recording Secretary), Gary Sheffer, Bill Stenehjem, Charlie Whittingham

Excused: Ken Kraus

Absent: Kris Weiss

Staff Attending: Emily Chameides (Director)

Others Attending: Janet Schnitzer, Dani French

Meeting was called to order by Mark Orton at 6.:06pm. He welcomed trustees and guests.

Minutes from the October meeting were reviewed and approved by a motion from Elizabeth Dickey, seconded by Anna Maria Assevero. Vote to approve minutes was unanimous. Janet Schnitzer asked for the following changes: minutes should be signed, add Janet Miller's surname, and add guests.

September meeting minutes will be approved at the next meeting.

Reports

President's Report: Mark Orton

- Mark attended the opening of the Ecotopian section of the library. Around 40 people attended, and a different demographic to some other events such as History Room talks.
- Mark commended the new library brochure.
- Program Committee meeting set for 12/7/21 which will be to restart the Committee. Kimberly Erwin has agreed to work on this and bring new people in.
- Emily shared the Mid-Hudson Library System Free Access Plan. All libraries are asked to approve the plan. Impact for us would be that people within Mid-Hudson area would have access to services at the HAAL library. Motion to approve endorsing the plan from Charlie Whittingham, seconded by Miranda Barry.

Treasurer's Report: Michael Grisham

- 83% through the year, collected 75% of annual operating income, spent 74%.
- Total receipts approx. \$37,000. Receive \$18k reimbursement from IMLS for Oral History Project done last year, \$10,100 for Ghostly Gallop. Expenses just over \$38k for October.
- Donations and gifts on track, foundation grants a little behind in October. Fundraising events still behind budget.

- Miranda Barry reminded that the numbers don't include the PPE loan, which is included in the capital plan for now until it's forgiven. If forgiven it would be around \$58k in income. Emily has filed the necessary paperwork.
- A motion was made to approve the Profit and Loss Detail by Charlie Whittingham, seconded by Miranda Barry. A motion to approve the Treasurer's Report was made by Caitie Hilverman and seconded by Julia Black. Both motions were approved unanimously.

Director's Report: Emily Chameides

- ReciteMe accessibility software added to the website (e.g. can change the font, different language options). Will be added to the catalog and to the History Room page as well.
- Added a History Room site to website, including the online shop. Emily thanked all involved.
- Winter Walk – new owners of former TK Home and Garden building agreed to provide space for the library to showcase products and there will be sales in the community room. It was suggested that we consider a Black Friday type sale e.g. if spend over \$20 get a 10% discount.
- Prepared food drive for the Hudson community fridges – drop donations of prepared meals off at the fridges or bring to library (has to be labeled and from certified kitchens)
- 2 grants in November listed in Emily's report. Emily acknowledged the contribution of Tracy writing the grant applications.
- Emily reviewed past and upcoming programs e.g. Winter Sing-Along, Roasting Chestnuts on an Open Fire at Oakdale. This week kicked off New-York Historical Society series.
- Getting a lot more requests for room use weekly. It's a mix of new and old uses of the space.
- Volunteers have been returning, still have to ensure there's social distancing e.g. at front desk.
- Virtual institute for trustees is paid for up to year end so Emily encouraged trustees to try the programs out. Janet Schnitzer reminded trustees that there are zoom calls focused on specific chapters of the trustee handbook which are also recorded.

Committee Reports

Marketing and Fundraising: Miranda Barry, Charlie Whittingham, Bill Stenehjem

- Fantastic event at the Farmer's Market and Miranda thanked all those involved. Had a lot of people come to the booth, especially young families with children who are using the library. A lot of people signed up for the newsletter and there were a lot of sales.
- There was a board to help educate people on sources of funding for the library.
- 1/22/22– Charlie Whittingham suggested booking a meeting for the 414 meeting.
- Annual appeal letter will go out after Thanksgiving.
- Also had Balderdash Bash – donations will show up mostly in November report. Mark thanked Bill Stenehjem for his work on the text.
- Calendar featuring children's pictures were a great success.
- There will be a meeting of the Advisory Board before year end.

Board Development: Caitie Hilverman

- 18 seats, 3 open currently, will lose 2 board members in March.
- Need to cast a wider net to bring in more board members.
- Candidates will be interviewed by 3 board members and they must attend a board meeting to be considered.
- We should consider posting on social media and the website that we're looking for board members and what the process is.

Ghostly Gallop: Gary Sheffer

- \$18k raised in sponsorship, thanks to Julia Black’s efforts. Most of the sponsorships have been received.
- Entry fees over \$3k.
- Costs approx. \$2,400.
- 2022 will be October 30.
- There are spare shirts if any board member would like one.

History Room: Gary Sheffer

- Setting up of winter walk window – Mark, Caitie, Carol and Jess offered to help set up.
- History Room will set up products and decoration at the old TK Home store but sales have to happen elsewhere.

Friends of the Hudson Area Library Report: none

New Business: none

Motion to adjourn at 7:09pm by Miranda Barry and seconded by Gary Sheffer. Motion passed unanimously.

Carol Pledger
Acting Recording Secretary

Date of approval