

# Meeting Minutes: Hudson Area Library Board of Trustees October 21, 2021

## Call to order:

A meeting of the Hudson Area Library Board of Trustees was held remotely, (via Zoom) on Thursday, October 21, 2021. Board President Mark Orton called the meeting to order at 6:08 PM.

**Attendees:** Jesssica Almeleh, Anna-Maria Assevero, Miranda Barry, Julia Black, Elizabeth Dickey, Kimberly Erwin, Michael Grisham (Treasurer), Mark Orton (President), Gary Sheffer, William Stenehjem (acting Secretary) Kris Mae Weiss, Charles Whittingham

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

**Excused:** Caitie Hilverman, Carol Pledger Ken Kraus (NA)

**Guests:** None.

## Approval of minutes:

No motion to approve minutes of the September,2021 meeting as per President Mark Orton. Minutes will be approved at the next meeting scheduled in November,2021.

## Reports

### President's Report: Mark Orton

Mark will be sending out a new and revised rotating secretary schedule. If for some reason you can not fill your secretary slot, it is up to you, not Mark to find a replacement.

In the absence of Caitie Hilverman (Vice President), we very much need to find more Board candidates. Please pass on any candidate names to Caitie. Miranda Barry and Ken Kraus will be leaving the Board in March 2022 plus we have three other additional slots to fill.

### Treasurer's Report: Mark Grisham

Through September we have collected 74% of our annual budgeted operating income and spent 68% of our budgeted operating expensive. These are good numbers as we are 75% of the way through the year.

Emily has filed the paperwork to get thee Payroll Protection Plan Loan (PPP) forgiven. The amount is around \$58,000 dollars and once forgiven, the loan will appear on the balance sheet as income. Currently the library is not in deficit for the year when the PPP funds are included.

Charles asked where we will end up this year with the current state of affairs? Michael projected that library could end the year slightly above \$600,000 in operating income, which is lower than budgeted, but our operating expenses are also lower due to the curtailment of expenses related to fundraisers.

Charlie asked for clarification on the \$298,800 dollars the library receives annually in public funding and the \$696,900 in annual operating expenses.

### **Treasures report for September 2021**

Motion by Charles Whittingham to approve, 2<sup>nd</sup> by Elizabeth Dickey , approved unanimously.

### **Profit and Loss Report for September 2021**

Motion Approved by Charles Whittingham, 2<sup>nd</sup> by Julia, approved unanimously.

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

The Director has a top candidate for the administrative assistant position and hopes to get that position filled in the very near future.

Also, a program proposal is being worked on to fund two entry-level library page positions.

- The great Give Back: Hal collaborated with the Columbia County Libraries Association and Our Community Cares Columbia County to collect and distribute clothing, supplies and cards to support cancer patients.
- Rural Intelligence Reader's Choice Award: HAL is up for an award. Voting can be done daily through 11/10.
- Overdrive has donated a new collection of Juvenile Spanish language titles.
- Tracy and Mandy are planning an opening event for the Ecotopian Library for Friday, November 12<sup>th</sup> at 6:00PM

### **Grants and Funding**

- Kars 4 Kids grant for general support submitted

Public Funds Received since 9/1/21:

- \$18,890 IN IMLS funds towards our Oral History Project expenses
- \$3,994 in remaining construction grant awards from NYS
- \$2,228 in support of our 2020 summer reading program courtesy of Assembly member Didi Barrett.
- Awarded: \$8,500-\$10,000 from the Fund for Columbia County of Berkshire Taconic Community Foundation's Bridging the Gap.

### **Fines**

All New York City public libraries have adopted a no fine policy. HAL during the COVID pandemic has waived late fines. The Director, as well as many on the Board feel that a formal no fine policy should be drafted.

- A Trustee Education bill was signed into law that goes into effect January 2023. All library trustees will be required to complete two hours of training annually.
- The Virtual Institute for Trustees is available through the end of 2021.

### Committee Reports

#### Marketing and Fundraising: Charles Whittingham

- Charles related that not all marketing efforts need to fall on Emily's shoulders.
- The Non-Event Extravaganza, "The Balderdash Bash" is ready to be mailed out. It's a non-gala event.
- The evite needs to be completed with the donation link included board members. Bill Stenehjem encouraged all board members to forward the Balderdash Bash evites to their friends and family members.
- November 13<sup>th</sup> Farmer's Market booth. Literature, signage, banner, calendars and talking point literature will be on hand as well as baked goods for sale. Board members are encouraged to bake a dozen of their favorite dessert. Drop off of baked items can be delivered on site on November 13<sup>th</sup> or at the library on November 12<sup>th</sup>.
- Miranda is working on the Annual Appeal letter which is coming out in about one month. Board members are asked to add personal notes to donors whom they know. President Mark Orton stressed the importance of adding personal notes to the letter.

Anna-Maria asked Julia Black if the library stickers would be included with the Annual Appeal letters. Julia said that they should be ready for inclusion.

#### Ghostly Gallop: Gary Sheffer

- Gary reports that due to Julia Black's extraordinary efforts she was able to secure \$17,500 in sponsorship funds for the Ghostly Gallop. This is more than all the years combined that Gary has worked on the Ghostly Gallop.
- There is a fundraising mechanism on the website to donate.
- 49 have signed up for the virtual event as opposed to last year's 98 participants, but the robust Sponsorship and reduced costs for staging the event this year will make for perhaps the most profitable Ghostly Gallop under Gary's reign as director.
- Ghostly Gallop T-shirts are available (DeWayne Powell sponsored the T-shirts). Julia offered to deliver T-shirts to the Ghostly Gallop sponsors.

#### History Room: Gary Sheffer

- History Room website is 99% completed
- At the printer are items for sale for the holiday season from the History Room Collection: postcards, notecards.
- 1<sup>st</sup> in person event, 28 people attended the event on the Bronson Park
- HAL in conjunction with Hudson Hall (Ragtime) event 112 attendees
- Tales of the Crypt will be coming up. Long waiting list for that
- Winter Walk location is needed. Julia Black has a lead.

**Program Committee**

- Program committee meeting will be scheduled for early November
- Kimberly would like to see a lot of community members participate in the program committee meeting and asked us to pass along names to Mark Orton.
- Mark Orton stressed the importance of community participation which will help us to more effectively tailor and assess our programs along community needs and wishes. This program Committee meeting will be virtual as per Mark Orton.
- Emily shared a brochure that Program Director Tracy Robinson created. Brochure is attached.
- Pumpkin Painting event with 30 attendees recently took place.
- On 11/12 screening and panel discussion on the Ecotopian Library

**Friends:**

Miranda Barry Reporting out:

- Miranda had a conversation with Janet Miller about the 12/13 Farmer’s Market Event. Miranda would like to see this as a joint event with the library board and the friends. We can provide brochures to assist in the recruitment of friends. Friends will also be selling baked goods at this event. There is currently around \$11,000 in the friend’s account. Miranda would like to see us increase the friend’s membership.

Anna-Maria asked if we will be planning an event in the spring of 2022 that is not virtual. Miranda believes that in the summer of 2022 we can do a real in-person gala event.

Motion to adjourn meeting by Anna-Maria Assevero, 2<sup>nd</sup> by Kimberly Erwin. Meeting Adjourned at 7:08 PM

Bill Stenehjem	11/18/21
<b>Acting Recording Secretary</b>	<b>Date of approval</b>