



**Board of Trustees
Meeting Minutes**

Date: December 19, 2020
Location: Remote (Zoom)

Trustees Attending:

Mark Orton (President)	Theresa Parsons
DeWayne A. Powell (Vice President)	Julia Black
Anna Nilsson (Treasurer)	Gary Sheffer
Caitie Hilverman (Secretary)	Miranda Barry
Anna-Maria Assevero	Charlie Whittingham
Kimberly Erwin	Dan Ronsani
Carol Pledger	

Staff Attending: Emily Chameides (Director)

Others Attending: Toni Koweek, Janet Schnitzer, Janet Miller

Excused: Kenneth Kraus, Bill Stenhjem

Motion to approve November 2020 minutes from Theresa Parsons and seconded by Anna Nilsson - motion passed unanimously.

President's Report - Mark Orton

- Board Development - more on this later
- DeWayne stepping down as VP - he reports that he's very busy with his business and can't give the role the time that it deserves

Treasurer's Report, Anna Nilsson:

- Through November - we've collected 87% of budget operating income
- Artist portion of auction proceeds - \$8k
- Finance Committee met last week to approve 2021 budget that will be presented today
- Question - what is NUBK?
 - It was the National Union Bank of Kinderhook - now it's Community Bank
- For 2021 Budget, some of these numbers assume that we'll be able to have live events later in the year
 - We are budgeting to do construction, furniture, equipment for basement space - details of lease not worked out
 - Largest expense items - payroll and programming

- Brought hourly wage up to \$15/hour at a minimum - this was important
 - Budgeted for a new programming director
 - Putting raises into effect that had been approved but not implemented in 2020
- Normally budget is presented and approved in March, but in reviewing bylaws it seems budget will be ratified in March but we will vote to approve today so that we go into the year with an approved budget
- Question - restricted funding is up in 2021 relative to 2020 - why?
 - Some of programming wasn't spent this year and some of that has gotten rolled over
 - The basement construction
- Question - the percentage of budget covered by public funds is ebbing - do we have a plan for that? - we'll discuss strategy here in the future

Motion to approve the Profit and Loss document for November by Charlie Whittingham with Miranda Barry seconding and motion passed unanimously.

Motion to approve the 2021 Budget for the Library by Dan Ronsani seconded by Kimberly Erwin and motion passed unanimously.

Motion to approve the Treasurer's Report document for November by Michael Grisham with Charlie Whittingham seconding and motion passed unanimously.

Library Director's Report, Emily Chameides

- Sick and Safe Leave Policy
 - Thanks to DeWayne for his work on this document (and for all his work for 5.5 years, woo)
 - This is due to state-level regulations requiring Sick and Safe Leave for part-time employees
 - Following regulations set by state re: hours and accrual
 - Just one part of overall employee handbook that they are developing
 - Carol noted that you have to report their accrual to employees on payroll
 - We should clear up ambiguity regarding when a doctor's note is required (is it 40 cumulative hours or 40 consecutive hours?)
- Paul is back from paternity leave this week
- Commending staff on their hard and thoughtful work during this very strange year - everyone has been terrific; Emily is proud to work with them - when you see a staff member, thank them!

- Kudos to Emily too, for holding it down during this bonkers time.
- Reopening plans - still operating with computer use, browsing, and curbside pickup
- Board development
 - Trustee essentials - recommended for all trustees
 - There are intermediate-level courses - offered in fall and spring
 - They have all been virtual during the pandemic - Emily is hoping that will continue after the pandemic

Motion to approve the Sick and Safe Leave Policy by DeWayne A. Powell pending confirmation of state law - approval to Emily to communicate this policy to the staff with Michael Grisham seconding.

Committee Reports:

Board Development

- Board survey - high level overview
 - Caitie to send out results this week
 - Names - should they be on them? Might be more honest without name
- Onboarding strategies
 - Make
- Skills that we want in a new member
 - Legal experience - with DeWayne leaving
 - Fundraising
 - Program development
 - Public communications aspect
 - We should first look at mission and vision statements

Ghostly Gallop, Gary Sheffer

- Fourth Sunday in October - October 23rd, in person (fingers crossed)
- Sean's Run is cancelled moving forward

Fundraising, Miranda Barry

- Annual appeal letters - still some work to be done on signing
 - Any help from the Board is appreciated - come when they're open
- Library Lover's Event in February
 - Cheese box from Talbot and Arding? Roman appetizers from Oak?
- We need to do a better job of communicating how we'll use money that is being donated
 - Miranda has plans for that

- Miranda is working on an annual newsletter - will have draft by end of year

Marketing, Charlie Whittingam

- No monthly meeting this month
- Will meet in January to map out the year's plans
- Hudson Area Locals - expanding out podcast idea to people/places/things - will move on this soon

Friends of the HAL, Toni Koweek

- Sending out the fundraising letter - want to be done by March 2021
- Please mention the Friends in the Board duties and responsibilities
- Will meet by mid-January

Motion to adjourn by Carol Pledger at 12:03pm and seconded by Kimberly Erwin. Motion passed unanimously.

Caitie Hilverman	12/19/2020
Recording Secretary	Date