



**Board of Trustees  
Meeting Minutes**

**Trustees Attending:**

Mark Orton (President)	Michael Grisham
DeWayne A. Powell (Vice President)	Kenneth Kraus
Anna Nilsson (Treasurer)	Theresa Parsons
Anna-Maria Assevero	Carol Pledger
Miranda Barry	Gary Sheffer
Julia Black	Bill Stenehjerm
Kimberly Erwin	Charlie Wittingham

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

**Others Attending:** Janet Schnitzer, Toni Koweek, Caitlin Hilverman

**Reports:**

**Approval of May 2020 Minutes**

**Election of New Trustee – Caitlin Hilverman**

**President’s Report, Mark Orton:**

**Treasurer’s Report, Anna Nilsson:**

- Finance committee met on June 5th - had annual meeting in March and approved 2020 Budget at that meeting - that was first Zoom meeting, library had just closed, decided to keep everyone on payroll whether they worked remotely or not; didn’t make any changes to the budget that they were presenting - too much uncertainty
- Budget approved had raises built into it - those would have gone into effect after that meeting but they decided to suspend raises approved in budget; finance committee discussed and were in agreement that that’s what they should do right now
- There have been some changes to the calculation of the SBA-PPP loan - 100% of that will be forgiven; won’t need to pay that back; haven’t picked it up as income, still in balance sheet as a loan
- Good position financially; through May raised 64% of budget
- Julia Black asks if we have revised the budget in light of COVID?

- Anna Nilsson says no, but we record against our budget - it could turn out we don't spend things like furniture fixtures - at this point there's still too much uncertainty about what's going to happen to know
- Miranda Barry asks about foundation grants, looks lower than expected - what do you anticipate moving forward?
  - Anna Nilsson responds the 90k budgeted, 80k are from foundations that we expect to still get money from - Anna Nilsson doesn't know if, for example, Hudson River Bank and Trust isn't going to make donations
- Emily hasn't gotten any reason to think that they won't fund - in fact some are funding MORE to community organizations because need is so great - she's hopefully that they 'll be able to reach that goal, and if not, will make up for it in donations and gifts

Charlie Wittingham motioned to approve the profit and loss with Miranda Barry seconding. DeWayne A. Powell abstained but motion otherwise passed unanimously.

Charlie motioned to approve the treasurer's report for May with Theresa Parsons seconding. DeWayne A. Powell abstained but motion otherwise passed unanimously.

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

- Emily is back in library, staff are back on site as of this week
- Brenda and Shaneiqua are working remotely still since they do virtual programs but everyone is back
- Whenever new staff member or team member has come back Emily goes through safety guidelines and makes sure they have appropriate protective gear and hand sanitizer
- Contactless material pickup started on Wednesday - curbside or mostly pickup in the hallway; things have been going well so far.
- Activity will pick up a lot next week bc delivery system is going to start up and people can place holds online
- Thinking about how to support browsers so people who don't necessarily have to go on catalogue, but like to look on a shelf and pick things out - have to be creative in helping them find materials that they want
- In July we're kicking off summer reading programs
- Grants and funding - have been generous donations - both individuals and businesses have been very supportive of the library, including board members - some of the new donations are recurring donations - small but coming monthly
- AV system - almost completely installed; one component is needed and they've ordered it, going to install as soon as it's in
- State has extended grant deadline through 2021 - originally was June 30th

- Columbia County Library System is working together on re-opening plan - phased - now in Level B, offering contactless pickup; next phase allows for browsing and short computer sessions;
  - DeWayne A.Powell asked when next phase will occur - Emily Chameides is not sure but thinks middle of July
- DeWayne A.Powell - these levels are different from levels that the state has set up, right?
  - Emily Chameides - right now they're opening as allowed - they don't have to open at the speed the state wants them to - but if they say we have to reduce work force by X% then we have to
  - Emily Chameides - majority of hudson library system are doing curbside/contactless pickup now or are starting soon
- Sign out front is temporary - getting more long-term sign soon
- -DeWayne A.Powell - did you say whether you were replacing the staff member who resigned?
  - Emily Chameides said she didn't say, but at this point she is going to get through transitional phase and see what makes sense - she did floor coverage, which they don't need right now - she does anticipate that they'll need someone later on - this will also free up some extra hours
- -DeWayne A.Powell, to Emily Chameides- you don't feel under siege/overworked?
  - Emily says it means right now she's coming in Saturdays, but she's hoping to shift back to 5 days soon
- DeWayne A.Powell - no indication that anyone else is thinking of resigning?
  - Emily Chameides says she's not sure about volunteers, but staff has all been happy to come back - some expressed nervousness around safety, but seeing set-up now with patrons not coming in the building, those who feel less safe don't have to interact with patrons
- DeWayne A.Powell - what about plexiglass?
  - Emily said Ron Hilverman made us 3 so far; need to figure out how to direct people at rounded desks to plexiglass
- DeWayne A.Powell - is it possible to get Galvan to fund any of these if this is going to long-term?
  - Mark Orton - based on what he's produced so far, they're very stable, sit on table, blue paint that fits in with the aesthetic, stable enough and handsome enough; would like to move on from this topic

**Mark Orton presents NY Forward Safety Plan - filed with the state**

- Covers all of the things that the state things we have to do (e.g. maintaining a 6 foot distance)

- Reviewed by executive committee

Charlie Wittingham moved to approve the NY Forward Safety Plan with a second from DeWayne A. Powell. Motion passed unanimously.

### **Mark Orton presents Temporary safe practices policy**

- Reviewed by executive committee
- Miranda Barry- do you anticipate issues about face masks with patrons? How do you plan to handle them?
  - Emily Chameides - so far no issues; in terms of people refusing or not being able to - want to provide service and find a way to accommodate them - right now with the accommodation would be they don't need mask and we can still put materials in their car
  - Might be they want to use a computer without a mask on, they can use computer in the community room
  - For the most part they don't think there's going to be an issue

Miranda Barry moved to approve the Temporary Safe Practices Policy and Charlie Wittingham seconded. Motion passed unanimously.

### **Mark Orton presents contactless pickup form**

- Recommends we all look this over
- Mid-hudson library system and various agencies have committed enormous amount of guidance at phenomenal level of detail
- Not something we need to approve; just encouraged to look through it
- Bill Stenehjem asks - what is the libraries stocks with the PPE
  - Emily - stock is good right now; cloth masks from Masks for People - got 44 - 2 per staff members, expected to be washed between uses
  - Also have disposable ones available in case patron comes without mask or if staff members need them; gloves, face shields, aprons available, wipes
  - Cleaners now coming everyday that they're open; really just using wipes in between uses
- Miranda Barry comments with kudos and stunned by amount of time going into docs and thoughts about reopening - documentation if needed to confront anyone - thank you
  - Mark seconds

Committee reports:

### **Program, Kimberly Erwin**

- Had committee meeting on June 11th
- Showed support for Brenda and Shaneiqua by supporting with volunteering efforts - need help to stuff backpacks and tabling
- Tablets - program for giving them away to families who need them - one family may
- Teaming with Karen to give voice to members
- Forming committee to run in support of programming elements
- Anna-Maria Assevero provided suggestion that she join Joan Hunt of greater hudson promise neighborhood to have a buddy program
- Upcoming meeting they hoped to have at library but we'll see
- Miranda - would love to know if progress is happening on buddy program - summer is great for this
  - Anna-Maria Assevero - no, because that just got thrown in there; problem is vetting the volunteers
- Kimberly Erwin - said she met kids at Juneteenth event who had summer school, might be a good opportunity to have them pair with someone

### **History Room, Gary Sheffer**

- Had meeting on June 2nd, talked about plans to be collecting the history of the lockdown for the future, as well as protests related to racial inequities and national movement
- Gossips of Rivertown had it the other day
- Looking for art/content/videos/photos/poetry/anything that is related to and collects history of the time
- Next week - Kimberly Erwin and her uncle Sonny - did an amazing interview about the Erwin family
- Anna-Maria Assevero asked if Helsinki was doing anything like that?
  - Gary thanks her for reminder
- Mark Orton said check these all out - check the link online - not too long, very interesting

### **Marketing, Charlie Wittingham**

- Committee is comprised of Julia Black, Emily Chameides, Gary Sheffer, Ken, Miranda Barry, and Charlie Wittingham
- 4 areas: fundraising, programming and connection, public policy and legislation, brand as it is displayed and communicated in its various forms
- Right now focused primarily on summer reading program, music and movement
- Couple things to highlight - Julia's friend made a lovely 60 anniversary logo and animated cartoon stickers for summer reading program
- Shaneiqua has done a great job in network and friends finding sponsors

- Working on supporting upcoming gala - virtual auction
- Idea to do recognition of Beethoven's birthday with virtual music in the stacks

### **Fundraising, Miranda Barry**

- Charlie Wittingham has drafted appeal to business community - now we have logo, it will be going out soon
- As we discussed during financial report - this is year of being creative with fundraising
- One exciting thing - great deal of community support amongst organizations in Hudson right now
- Flowerkraut gave all profits split half/half one day between perfect 10 and library - wonderful example of how groups in community are supporting each other
- Find way to give recognition on website to business sponsors to highlight visibility

### **Art Auction, Bill Stenehjem - art auction - lot of moving parts**

- Begun to build infrastructure for art auction
- Already received few submissions from artists - very user friendly (feedback)
- Kerry Haddad's artists have submitted and were excited about this
- Anna-Maria Assevero connected with Bruce (?) - he's graciously agreed to donate limited edition prints
- Might have separate room that just deals with limited edition prints
- Reached out to Jane (?) - friendly back and forth - she was optimistic about library raising significant amount of money on this - he requested Jane forward solicitation submission letter directly to artists
- Deal is 45% commission on any sale with remaining 55% going to library
- Ironing out actual event with Mark Orton and Julia Black - can we limit live time - artists will pre-record presentation of piece - circumvent problems coming up
- Limit auction to one week instead of 2
- Hoping Collin Stair will provide assistance on details - this is most important aspect of this project right now
- September 12th is auction - full speed ahead
- Miranda Barry suggested we might even be able to have an in person reception by then
- DeWayne A. Powell - no curator, but how are you handling submission that you think are not appropriate?
  - Janet Schnitzer - this should probably be a committee decision
  - Mark Orton is moving this on

### **Fundraising (continued), Miranda Barry**

- Anna-Maria Assevero and Miranda Barry met yesterday, June 19th, about advisory board

- Had vote of executive committee, will begin to form an advisory board, made up of individuals who don't have the time or interest to participate in a working board but are interested in supporting library, can donate minimally \$5000 per year
- Have shortlist of people to approach and are working up a pitch
- Can start approaching people within next two or three weeks
- Miranda Barry and Anna-Maria Assevero want to do presentation at board next month about various different ways community will support library, how do you communicate libraries needs to the public
- People don't realize that only 45% of budget comes from public funds

### **Ghostly Gallop, Gary Sheffer**

- Hopeful that they can do Run the Rip
- Ghostly gallop - some races are starting to be held in Albany area with social distancing; no water stops, no awards, no food, etc. - social distancing
- Hopeful that we can do the gallop; need to make a decision soon
- Invited people who registered for Sean's run - can run for free as community gesture
- Claverack and Kinderhook libraries have canceled theirs - going to reach out to see if they want to do one big run

### **Friends of the HAL, Toni Koweek**

- Thanks to board members who have donated to friends
- We need a board liaison for the Friends - Wed evening, 6:30pm, once per month Lisa Dolan used to do this
- The Friends met last Wed - working diligently - Mark Orton will set up webpage for friends
- Cautiously optimistic about holding book sale September 12th and 13th
- If we do have auction, should have little flier about book sale at auction
- Also putting Amazon Smile link on website

Motion to adjourn by Anna-Maria Assevero at 12:24pm and seconded by Kimberly Erwin.  
Motion passed unanimously.