



Meeting Minutes: Hudson Area Library Board of Trustees March 28, 2020

Call to Order:

A meeting of the Hudson Area Library Board of Trustees was held remotely on the Zoom Platform on March 28, 2020. President Mark Orton called the meeting to order at 10:15 A.M.

Remote Attendees:

Mark Orton (President), Lisa Dolan (Recording Secretary), Carol Pledger, Gary Sheffer, Michael Grisham, Dan Ronsani, Anna Nilsson, Anna-Maria Assevero, Theresa Parsons, DeWayne A. Powell, Bill Stenehjem, Julia Black, Charlie Whittingham, Kimberly Erwin, Ken Kraus, Miranda Barry

Staff Attending: Emily Chameides (Library Director), Brenda Shufelt

Others Attending: Toni Koweek (President, Friends of the HAL), Janet Schnitzer (Friends of the HAL)

Excused: Dan Ronsani

Approval of Minutes:

DeWayne A. Powell asked that the minutes reflect that the library is celebrating its 60th Anniversary, not 50th as reported in last month's meeting minutes. Toni Koweek, Friends of the HAL President, also added that the minutes should include the clarification that there was an anonymous donation to the Friends' to support the cost of books for the Warren St. Academy members. Miranda Barry made a motion to accept the minutes with the amendments. Second was made by DeWayne A. Powell. Approval was unanimous.

Reports:

President's Report: Mark Orton

President Orton discussed that we will continue to have virtual meetings for the time being with today's meeting being recorded and transcribed.

He noted that later in the meeting there will be a discussion on the new Pandemic Policy for the HAAL.

Treasurer's Report: Anna Nilsson (Report Attached)

Anna shared that through February we have raised 58% of our budget and 15% of our budgeted operating expenses were spent.

Julia Black asked if anyone has reached out to the Galvan Foundation asking for a reduction in rent.

Miranda Barry said that given the current circumstances she will reach out to them asking for financial support.

Anna Nilsson mentioned that she has studied that the CARES Act, which was passed last night, may have funds for non-profit organizations such as the HAAL. She will look further into this and will also discuss this with the Finance Committee. She thinks we may be eligible for a \$60,000.00 loan.

Gary Sheffer questioned the possibility of how we will handle a potential reduction in fundraising donations and gifts. Miranda mentioned that she will be calling a fundraising meeting shortly to discuss this question and possible actions.

DeWayne A. Powell questioned the forgiveness potential of the CARES Act loan. Anna Nilsson will continue to look into this forgiveness with reported dates between 2/15 - 6/30/2020.

Vote to approve Profit & Loss Detail was passed followed by a motion made by Michael Grisham and seconded by Charlie Whittingham . Theresa Parsons made a motion to approve the Treasurer's Report. This was seconded by Bill Stenehjem. Both motions were unanimously approved.

Library Director's Report: (Report Attached): Emily Chameides

Emily Chameides presented the Pandemic Policy which was sent by email to the HAL Board. A discussion ensued on compensation and benefits to staff. Miranda Barry suggested the addition of a statement that will include phrasing, "... subject to local, state and federal rules and regulations."

A motion was made by Michael Grisham with a second by Anna Nilsson to accept the Pandemic Policy. Vote to accept the policy was unanimous.

Emily Chameides spoke of the efforts by staff to offer remote programming. Additionally, her focus has been to keep up with what is going on governmentally. Our continued closure will now be changed to April 19, 2020.

DeWayne A. Powell suggested we be giving our constituents continued information on when the library will reopen. Emily Chameides is getting guidance from both library and governmental agencies and will make sure that constituents know where we are as far as reopening. This will include signage. on the library building. DeWayne A. Powell went on to suggest that communication within our body of Trustees and to our constituency is of vital importance during this time.

Programs: Kimberly Erwin/Brenda Shufelt: Report Attached

Kimberly Erwin reported that she is scheduling a Zoom Program Committee meeting on Thursday, April 16th. Information to follow.

Brenda Shufelt shared the work and programming efforts of the staff. She mentioned that they are looking at special collaborative relationships with existing partnerships and that they should be

maximized in efforts to help families. Brenda Shufelt went on to mention that library staff is setting up virtual meetings with library user groups.

Dr. Paul Spector will be offering through Zoom a class on Core Strength & Balance today that several instructors will attend as a type of training for instructors on possible Zoom classes.

Emily Chameides shared that Mahogany Browne programming is continuing with book gifts to participating students.

Brenda Shufelt also reported that History Room talks are being shared on social media.

Gary Sheffer will be starting a History Room podcast.

There will be an on-line slideshow to celebrate the 60th Anniversary of the HAL. Gary Sheffer suggested that we find additional ways to engage the community in our 60th Anniversary Celebration. He volunteered to help with this.

Fundraising: Miranda Barry

Miranda will be reaching out to schedule a Fundraising Committee meeting.

History Room/Ghostly Gallop: Gary Sheffer

Virtual hours are being discussed.

Possible interviews on Zoom are being discussed.....Zoom History Room.

Ghostly Gallop is planned for October 18, 2020. Mass gathering permit needs to be finalized.

Friends: Toni Koweek (President)

President Toni Koweek reported that the next Book & Bake Sale will take place in June 2020 depending on circumstances regarding COVID-19.

Friends' Annual Appeal letters have been sent, including to HAL Trustees.

Next meeting is Wednesday, 4/15/2020 (Zoom) at 6:30 P.M. at the HAL with a proposed slate of officers ready.

Janet Schnitzer stated that a COVID-19 Trustee Briefing by the MHLS will take place on 4/1/2020 at 3 P.M. (Emily Chameides sent an email with registration information,)

Public Comments: None

Additional Business:

DeWayne A. Powell asked if proper notifications were given prior to this meeting which was answered

in the affirmative by President Orton.

DeWayne A. Powell reminded HAL trustee meeting participants that they must be present on the video portion of the Zoom platform.

Motion to adjourn at 11:29 was made by DeWayne A. Powell and seconded by Charlie Whittingham.

Motion passed unanimously.

Lisa Dolan
Recording Secretary

Date of approval