



Board of Trustees Meeting Minutes

Date: May 16, 2020
Location: Hudson Area Library

Trustees Attending:

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

Excused: Charlie Wittingham

Staff Attending: Emily Chameides (Director), Brenda Shufelt

Others Attending: Janet Schnitzer, Toni Koweek

Minutes from the 4/20/20 meeting were not circulated and will be sent out for review.

Reports:

President's Report: Mark Orton:

Mark Orton shared slides from the Mid-Hudson Library System Webinar on Planning for the library reopening. There are levels specified, A-E, and we must consider how to proceed at all levels. We are currently at Level A which is "Closed."

We must consider library policies at all phased levels of reopening.

Emily Chameides will be the HAL Covid-19 Coordinator.

DeWayne A. Powell asked about potential costs involved in the reopening and what is projected as we move on in phased steps.

Mark Orton commented that currently both questions are unknowns but decisions on reopening are ours to make as the HAL Board. Emily Chameides pointed out that we will be working with the Columbia County Libraries on this planning which should begin quickly.

Treasurer's Report: Anna Nilsson: See Attached.

Anna Nilsson shared the current report. She thanked Emily Chameides for keeping things running smoothly through this time.

Our expenses continue to be in line with our budget.

The SBA PPP Loan of \$58,500 was received in April.

Rent continues to be paid by the PPE Loan. Expenses remain much the same due to cleaning and cold weather. We are currently stable financially.

The Finance Committee Meeting will be scheduled to consider what is coming financially.

A motion was made by Ken Kraus and seconded by Theresa Parsons to approve the Profit and Loss Statement for April 2020. A motion was made by Miranda Barry and seconded by Anna-Maria Assevero to approve the Treasurer's Report for April 2020. Both motions were passed unanimously.

Library Director's Report: Emily Chameides: She will send and attach the written report.

Staff is working remotely on many tasks including virtual programs and many other things.

Construction work in the basement is moving on but has slowed considerably due to the pandemic. Emily has contacted Frank Rees to discuss an extension or plan as we will not make the June 30th deadline.

Reopening steps are going forward as Emily is working with Library Groups such as the Columbia County Libraries Assoc. and the Mid-Hudson Library Association in planning.

Library Advocacy efforts are moving forward.

There has been an increase in ebook and digital checkouts. Hoopla has been added this week as an additional service with five borrows per month for library card holders. No waiting time with Hoopla is an advantage.

Committee Reports:

Program: Kimberly Erwin:

Kimberly Erwin has been speaking with Brenda Shufelt and welcomes her back to meetings in June of 2020.

Kimberly Erwin mentioned a few program suggestions such as a virtual program survey and a HAL Reach Out Program (Brenda mentioned Copyright Laws with this).

Brenda shared the Program Report: Adult Spanish and Creative Writing for Adults have been two successful programs. The Non-Fiction and General Reading Book Club are moving forward as is Core, Strength and Balance with Paul Spector. Career counseling is continuing due to a grant and the Roe Jan Service Area will be included in this. "Shall We Dance" Senior Program and toddler classes continue virtually. Bound by Books Radio Show continues with Emily. Shanekia is working with the tweens and summer reading which may be a coordinated effort with other Columbia County Libraries.

History Room: Gary Sheffer:

Brenda spoke of the DHPSNY preservation survey grant that was received. They will meet with us and review our collection.

Brenda thanked Gary Sheffer for hosting the "History Room on Zoom" which has been very popular.

Janet Schnitzer commended Brenda on sharing photos of the HAL history.

IMLS Grant for Oral History Summer School is moving forward.

Marketing: Charlie Wittingham: Not Present for the Report

Fundraising: Miranda Barry:

Miranda Barry shared kudos to the fundraising team which met this week.

Charlie Wittingham has been speaking with the Chamber of Commerce in conjunction with the Marketing Committee.

The Fundraising team is in full support of the Summer Reading Program.

Theresa Parsons is looking for additional foundation grants.

Anna-Maria Assevero is looking into additional fundraising efforts, perhaps with an Advisory Board. She reported looking at donor lists from other local organizations as a way to help. She continued speaking about refining our “ask”. Also, she spoke of recruiting new supporters and letting people know we are not fully funded by a tax base.

Bill Stenehjem provided an update on the Art Auction Fundraiser: He will be reaching out to Carrie Haddad as a potential Curator for this project which will move forward once a Curator is established. Artists will be compensated for their work with 35% of purchase price. Looking at July 2020 as a possible launch. Anna-Maria asked how this would be advertised. She shared ideas that could expand our audience and has shared those with Bill digitally as well.

Ghostly Gallop: Gary Sheffer:

Gary Sheffer reported that he and Dan Ronsani are in continued conversations and they are hoping to host a “Run the Rip” event in July.

Ghostly Gallop is still planned.

There is talk of virtual events if necessary.

Friends of the HAL: Toni Koweek:

Zoom Meeting occurred in April 2019.

Projects are on hold due to Covid 19.

Looking at September 11th and 12th, 2020 as a potential Book Sale event.

\$1700 raised so far by the Friends of the HAL Fundraising Appeal.

Annual staff appreciation and volunteer luncheon was cancelled.

Next meeting is virtual on May 20th, 2020.

Annual Report Presentation by Library Director Emily Chameides: (Emily shared a digital copy of this.)

Emily shared a Slide Show of the 2019 Year. Some highlights:

There were over 6,000 cardholders with the addition of 489 new card holders in 2019.

There were nearly 400,000 website visits in 2019.

Over 47,000 items were borrowed in 2019.

Friends of the HAL were thanked for growing the HAL collection.

There was a 47% increase in digital content use.

There were 1,273 programs for all ages in 2019.

There were 729 children’s programs with a 19% increase in attendance.

There were 340 Tween and Teen Programs in 2019.

There were 265 Adult Programs.

The History Room continues to thrive.

Field trips and community outreach continue.

There were 196 non-library sponsored programs, meetings and events in 2019 with many community collaborators continuing to support our mission.

DeWayne A. Powell commended Emily Chameides on a job well done and asked how the collaborative partners listed in the slide show were determined. Emily commented that it can be more than a programming partnership. It is often a mix of things that have the HAL considering a group as a partner/collaborator.

DeWayne A. Powell recommended the addition of these collaborators to our fundraising and supporters list.

Miranda suggested the addition of a thank you page to the slide show.

Janet Schnitzer suggested we capitalize on visitations by “suggesting” a donation with a visit.

President Mark Orton thanked Emily Chameides for this Slide Show as a highlight of 2019.

Motion to adjourn at 12:02 P.M. by Theresa Parsons and seconded by DeWayne A.Powell. Motion passed unanimously.

Lisa Dolan

Recording Secretary

Date of approval