



## Board of Trustees Monthly Meeting

**Date:** 09/19/2024

**Location:** Library Community Room

### **Trustees Attending in person:**

Dani French (President), Elizabeth Dickey (Vice President), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Miranda Barry, Wesley Brown, Joseph Ferris, Sean Gilleran, Kellen Henry, Ryan Kelly, Maddie Meehan, Carol Pledger, Gary Sheffer.

**Excused:** Jim Kelly (Secretary), SJ Williams, Crystal Jeffs

**Absent:** Linda Friedner

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

**Others Attending:** Lloyd Koedding

The meeting was called to order by Dani French at 6.02 pm. She welcomed trustees and guests.

A motion to approve the August minutes was made by Maddie Meehan and seconded by Ryan Kelly. Vote to approve minutes was unanimous.

## **Reports**

### **President's Report: Dani French**

- Dani thanked Jessica Almeleh-Frazer and the gala committee as well as Billy Blowers (Friends President) for coordinating the gala. The venue and food received great feedback.
- Other fund-raising initiatives coming up in the fall are the Ghostly Gallop and 414 ballot.
- Dani and Emily are working on the video conferencing policy for Board Trustees which will require Board approval. They will aim to send it out with the next digest for the Trustees to review ahead of the next meeting.

### **Treasurer's Report: Michael Grisham**

- 79% of the annual budget income has been collected through the end of August. Receipts in August were \$24,892.
- 55% of budgeted operating expenses have been spent through the end of August. Expenses in August were \$52,460. The lower-than-expected expenses year-to-date are largely due to a delay in hiring for a new position and an eligible staff person not signing up for health care this year.
- The earnings from the Gala are just beginning to show up in the income figures.
- To date we've spent nearly all the public funds received.
- Miranda Barry asked about funding for the new history room project. Emily clarified that the program budget includes funds for the History Room programs and that we try as often as possible to find grants or use other fundraising efforts to support special programs and projects. Unrestricted funds may be used to support History Room efforts as needed, but we need to make sure that we cover our general expenses

(staffing, utilities, repairs, supplies, etc.) with unrestricted funds first since those are often harder to fund.

A motion was made to approve the Treasurer's Report by Joseph Ferris and seconded by Miranda Barry.  
Vote to approve the report was unanimous.

A motion was made to approve the Profit & Loss Statement by Sean Gilleran and seconded by Kellen Henry.  
Vote to approve the report was unanimous.

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

- Emily thanked the Gala Committee and supporters for their great work. Emily will send the photos from the event to all gala attendees. Maddie suggested using this as an opportunity to ask gala attendees to sign up and/or support Ghostly Gallop.
- The Annual Appeal will be coming up soon. Emily asked that any trustee with fundraising letter writing experience volunteer to help out with the design of the marketing campaign.
- The photo exhibit in the community room will be up through October 28, and after that there will be an exhibit from the Columbia County Photography Club through the end of the year.
- The Hudson/Athens Lighthouse exhibit in the lobby will come down around the end of the month and will be followed by an exhibit of History Room maps and posters through the end of the year.
- The Ecotopian Collection will be publicized on social media working with Eco Toolshed.
- There is currently an outreach to Spanish speaking community members to get feedback on potential additions to the Spanish/bilingual collections.
- The Universal Class e-resource offered by the Mid-Hudson Library System will be discontinued at the end of the month due to the increased subscription costs and low participation.
- System notices sent to clients for things like overdue items or holds pick up can now be customized on LXstarter. Emily will draft new language for review by the desk staff before implementing.
- Emily and Paul will be trained on how to customize the library catalog. They are also looking into taking part in a pilot of a patron mobile library app.
- Carpet cleaning will take place on October 17 so the library will close at 2pm. The Movement and Music program and Board meeting will still take place that day.
- As part of the Great Giveback community service initiative, the library is coordinating with fellow CCLA libraries to collect new hats for Hatsgiving, a non-profit organization that distributes soft hats to pediatric cancer patients around the county. Other initiatives will include the Lion's Club coat donation and period products donations.
- Youth involved in an Operation Unite program have asked to install a donation cabinet for people to donate and take non-perishable and personal hygiene products in the library.
- The Mid-Hudson Library System is meeting on October 24 from 8:30am – 12:30pm at FDR Museum and Library in Hyde Park, if any trustees would like to attend. Hudson Area Library is receiving an Outstanding Achievement award for our 414 success in Greenport.
- The Mid-Hudson Library System is asking all libraries to participate in an inventory of their policies, so Emily will be putting time into that in the upcoming weeks.
- There will be a grant opportunity soon through NYS to offset some of the costs associated with participation in Dolly Parton's Imagination Library, a program aimed at getting books into the hands/homes of children ages birth through five. The grant would cover up to 50% of associated costs of participation. Hudson library is not currently a participant and would need to be in order to apply for funding. The estimated costs range from \$1,000-\$1,300 in the first year and \$7,000-\$9,100 by year five for Hudson, Greenport and Stockport. The estimated costs would be higher if we chose to incorporate additional towns. The branding would be Dolly Parton, but registration would be through the library. United Way might also cover some of the cost.
- The Indigenous Peoples' Day is currently not a day on which the library is closed. Joseph Ferris made a motion to add Indigenous Peoples' Day as a Paid Holiday, seconded by Michael Grisham. The vote was unanimously approved.

### **Board Development: Sean Gilleran**

- There have been several people expressing interest in getting involved in the library as a result of outreach and events such as the gala.
- There is one open seat currently and one opening in March 2025. We will invite interested people to get involved in committees and to attend board meetings as guests. The Board will vote on nominations for new trustees in March 2025.
- There are three current trustees whose first term ends in March 2025, including Dani. Dani noted that she will stay on for a second term and asked the others to let her know what they plan to do.

### **History Room: Gary Sheffer**

- The History Room committee held a “retreat” in September which had 8-9 attendees. The committee had a walk-through of the physical and online resources available.
- Gary recognized the history room volunteers for their thorough and detailed work in responding to requests for information.
- There will be a whaling exhibit in March 2025. Brenda Shufelt is working on a GoFundMe to raise money for the exhibit and related speakers. Brenda will send information to the Board on September 25 to ask for financial support. Columbia County Historical Society and DAR are also participating in the exhibit.
- Upcoming talks and events:
  - October 10 at 6pm in person at the library: a Leisler Lecture titled “When Independence Led to Chaos: Authority in the Early 18<sup>th</sup> Century Dutch Reform Church”
  - October 20 at 12pm at the cemetery: “Tales from the Hudson Crypt: The Tour” led by Kelley Drahushuk
  - November 7 at 6pm in person at the library: a talk on “Lafayette in Hudson! Confusion, Jealousy and One Glass of Wine” by Gary Sheffer and Joseph Ferris.
- Brenda and Paul are working to improve the recordings of events.

### **Programming: Kellen Henry**

- The Summer Reading program has seen a 75% increase in attendance over last year.
- If trustees are available to volunteer at events, they can sign up at the Volunteer Hub.
- Kellen also encouraged trustees to help promote events.

### **Gala: Jessica Almeleh-Frazer**

- Jessica thanked Emily and Billy for their support in organizing the gala, and Joseph for his public speaking at the gala. An initial estimate of the income from the gala is \$30,000 net of costs.
- There is a suggestion to change the gala date to Spring as the Fall is already busy for fundraising. The Gala Committee will consider this suggestion and make a recommendation to the Board.

### **Ghostly Gallop: Ryan Kelly**

- Volunteer sign-up will begin next week. The Trustees are asked to sign up to volunteer as well as encourage others to do so. There is a need for 40 – 45 volunteers, and especially for course marshals. There will be some new volunteer roles this year including Ask Me Anything and a Volunteer Management Point-Person.
- More marketing, such as yard signs and banners, will begin next week. Residents along the course will receive a mailing in early October to let them know about road closures.
- There have been 74 registrations so far, which is higher than at the same time last year.
- Crystal is making videos of how to fundraise for those registering for the Ghostly Gallop. She has been reaching out regarding sponsorships, which are proving lighter than in prior years given things like construction on Warren Street, and the broader economy.
- Partnerships include KS Fitness, Berkshire Bike and Board, This and That Food Truck. The after-party

will be held at Return Brewing.

- Swag has been ordered including hats, mugs and medals.
- There will be a stall at the Farmers Market October 19 to promote the race.
- The committee needs additional support from Trustees for the Farmer’s Market, Costume Contest, Volunteer Recruitment, and emcee on the day

**414: Joseph Ferris**

- Mailers have been designed and are ready to be printed for Hudson and Greenport.
- Emily and Michael are working on an informational brochure and web page on the 414
- Dani responded to the mayor’s request regarding the 414 but has not heard back from him. Given the timing, it was not possible to change the ballot.

**Friends of the Hudson Area Library Report: Ryan Kelly**

- The last Friends meeting was on August 21
- The VP position is open if anyone knows someone who may be interested in the role.
- The second clothing swap event had a good turnout.
- A 25<sup>th</sup> anniversary celebration is being planned for December at Bar Bene.
- The Book and Bake sale held in September raised around \$2,000. The next one will be in March.

**New Business/Public Comments.**

Lloyd provided the Board President with documents regarding his one-week suspension in July from the library, for violating the library’s Patron Code of Conduct, and from the senior center. He is in contact with the mayor and Common Council regarding the suspension and the way it was handled.

Motion to adjourn was made at 7:27pm by Wesley Brown and seconded by Joseph Ferris. Vote to adjourn was passed unanimously.

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| Carol Pledger, 09 19 2024  |
| <b>Recording Secretary</b> |

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| 10/17/2024              |
| <b>Date of approval</b> |