



Board of Trustees Monthly Meeting

Date: 12/19/2024

Location: Library Community Room

Trustees Attending in person:

Dani French (President), Elizabeth Dickey (Vice President), Jim Kelly (Secretary), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Miranda Barry, Wesley Brown, Joseph Ferris, Linda Friedner, Sean Gilleran, Kellen Henry, Maddie Meehan, Gary Sheffer, Sherry Jo Williams.

Excused: Crystal Jeffs, Carol Pledger

Absent: Ryan Kelly

Staff Attending: Emily Chameides (Director)

Meeting was called to order by Dani French at 06:02 pm. She welcomed trustees and guests.

A motion to approve the November minutes was made by Elizabeth Dickey and seconded by Joseph Ferris. Vote to approve minutes was unanimous.

Reports

President's Report: Dani French

The end of year appeal letters are being sent out (see Director's report section). We had a great 414 retro meeting today (see 414 section).

We are working on planning the volunteer night coming up this winter to gather and connect with interested library volunteers and potential board members (see Board Development section).

Treasurer's Report: Michael Grisham

Through November, we collected 100% of our annual budgeted operating income and spent 79% of our budgeted operating expenses.

Income: Total Receipts were \$70,924 for the month. Expenses: Total Expenses were \$63,264 for the month.

Notable in Income for the Month: In Donations and Gifts, Unrestricted Income, \$50,000 in a partial distribution from a bequest by the Donald J. Marshall Living Trust. In Restricted Grants, \$3,000 from Berkshire Taconic Foundation for early literacy kits. In Fundraising Events, \$700 this month in Annual Benefit, for a total of \$57,235 (still some more to come). In Fundraising Events, \$8,713 this month in Ghostly Gallop, for a total of \$22,093.

Notable in Expenses for the Month: In Fundraising Expense, no expenses this month in Annual Benefit, for

a total of \$31,990. In Fundraising Expense, \$4,283 this month in Ghostly Gallop, for a total of \$27,558.

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

A motion was made to approve the Profit & Loss Statement by Miranda Barry and seconded by Linda Friedner. Vote to approve the report was unanimous.

Director's Report: Emily Chameides

Personnel: We have interviewed top candidates for the Youth Services and Programs Assistant position and are hoping to make a decision soon. Tracy will call references this week.

Annual Appeal: Dani, Tracy and Emily finalized the year-end appeal letter and will be sending them out this week and next. If you are interested in personalizing them by 12/23, feel free to stop by the library.

Blackstone Audio: Columbia County Libraries Association is subscribing to this audiobook service to meet the rising demand for audiobook content and help reduce the per-use costs via hoopla.

Museum Pass program: The Columbia County Libraries Association is switching to a new service through LibCal for museum pass reservations.

Warming Center: We have served as a warming and cooling center over the years during our open hours. There's a new overnight warming center in Hudson (Reformed Church) and those utilizing those services are being directed to the library during the daytime hours, so we've had an influx of visitors spending longer periods of time in the library space. We're proud to be able to provide a safe and welcoming space for those in need.

Columbia County Libraries Association Dinner: The CCLA is planning a dinner celebrating the work of Columbia County libraries. Local and state representatives will be invited, as well as trustees and directors. Date looks like it may be March 31. Likely to be held at the Churchtown Firehouse. This is a way to highlight the importance and value of libraries.

Trustee Education (2 hours required annually - annual deadline 12/31): Please enter your 2024 activities in the Trustee Education Activities Records spreadsheet as you complete your hours this year and/or let Emily know.

Board Development: Sean Gilleran

Committee and Billy from the Friends have organized the volunteer night to be January 21 from 6:30-8 pm.

Requests of board of trustees: please attend to meet prospective board members and volunteers, share the to be provided social media content to gather interest in the event, and if interested and able, please note interest in participating in the interview process. We are reaching out to past members who have expressed interest in joining the board. We have 4 vacancies, 3 board members stepping down and 1 open seat.

History Room: Sherry Jo Williams

We have a lobby exhibit of history room merchandise available for interested members of the community.

Gala: Jessica Almeah

Jessica has been in contact with the new representative of the Caboose for the gala event venue, we are hoping to reduce prices from the noted increase in price.

We are hoping to have the first Gala committee meeting for the new year in January. The gala will be September 12 next year.

We will start planning a potential Valentine's day February book sale initiative (Blind Date with a Book) after the holidays and reach out to interested parties. Trustee members noted interest in small fundraising events like this and gathering restaurants for events such as Eat for Books or a similar Valentine's day week initiative.

Programming: Kellen Henry

Double feature of Paddington and Paddington 2 in partnership with Story Screen Cinema.

Planning initiatives - feedback and survey information around programming - who do we want to reach out to and what type of feedback do we want to gather?

Newsletter - major way to get programming initiatives out to the community. We are looking for inspiration and any ways to improve the newsletter.

We are thinking of and in preparation for re-structuring some committee initiatives, potentially bringing back the fundraising committee, and having a coordinated strategic approach to gather support from businesses in the community and reduce repeated requests after commitments to support the library have been made.

414: Joseph Ferris

The retro meeting this week was productive. There was a discussion about long term planning, fundraising, public engagement, and general trustee committee development. We plan to develop and refine our why? (what does the library need financially from the public, why, and by when?) messaging to the community regarding the value of 414 funding and noted our sensitivity to local sentiment against raising taxes in the local gov't. We considered beginning in January with a long-term strategic plan development ad-hoc committee meeting.

Motion to adjourn was made at 06:47 pm by Sean Gilleran and seconded by Joseph Ferris. Vote to adjourn was passed unanimously.

Jim Kelly, 12 19 2024
Recording Secretary

01 16 2024
Date of approval