



Board of Trustees Monthly Meeting

Date: 01/16/2025

Location: Library Community Room

Trustees Attending in person:

Dani French (President), Jim Kelly (Secretary), Michael Grisham (Treasurer), Jessica Almeleh-Frazer, Miranda Barry, Wesley Brown, Joseph Ferris, Sean Gilleran, Gary Sheffer, Sherry Jo Williams.

Excused: Elizabeth Dickey (Vice President), Linda Friedner, Kellen Henry, Ryan Kelly, Carol Pledger.

Absent: N/A

Staff Attending: Emily Chameides (Director)

Others Attending: N/A

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

A motion to approve the December minutes was made by Joseph Ferris and seconded by Sherry Jo Williams. Vote to approve minutes was unanimous.

Reports

President's Report: Dani French

Volunteer night is 01/21 at 6:30 pm in the Community Room. There will be presentations from the Friends and the Board. Please attend if you are available!

We are doing the Blind Date With a Book fundraiser this year. We will contact businesses to ask if we could display mystery wrapped books that customers can take and make a donation via PayPal.

Treasurer's Report: Michael Grisham

Through December, we collected 103% of our annual budgeted operating income and spent 87% of our budgeted operating expenses.

In Income, Total Receipts were \$21,293 for the month. Total Expenses were \$66,523 for the month.

Notable in Income for the Month: In Donations and Gifts, Annual Appeal - \$4,093 (this was just the beginning of contributions through that campaign). In Restricted Grants, \$4,000 from American Library Association for digital literacy training.

Notable in Expenses for the Month: In Fundraising Expense, \$2,299 this month in Annual Appeal.

The Treasurer and Director met with the Finance Committee and made some modifications to the initial draft due to bringing on a new staff member and adjusting salaries. We expect to send the budget in the next few weeks to the Executive committee. We discussed what to do with savings, potentially using a ladder strategy of different length Certificates of Deposit.

The Board discussed the possibility and any potential benefits of creating an endowment with some of the library's saved amounts someday. The board discussed that a Fundraising Committee could consider the potential risks the library could face as part of its considerations and analysis in developing a long term plan.

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

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

Director's Report: Emily Chameides

Sarah Van Buren will be joining the library as Youth Services Manager. They have great experience with community engagement initiatives and workshops involving youth services and will start with us full time in February.

Emily will start developing the job description for the Assistant Library Manager position.

The library has had a substantial amount of high school volunteers recently.

Emily will be working on the annual report soon for NYS that compiles statistics and figures and information about the library. The report is due in February.

There was a mental health incident in the library recently that was unsettling and required police assistance, fortunately there have not been any issues since then. Emily is looking into some further training for staff regarding response to mental health challenges involving de-escalation and general safety and routes in the building.

Emily has signed the contract for the NYSCA grant for \$40,000 that was awarded last year. NYSCA has to execute the contract and then the funds can be sent to the library.

Didi Barrett has assisted in procuring special legislative funds in the amount of \$5,555 for the library.

Josh Riley is planning to do his district swearing in ceremony at the library.

Building updates: there has been more activity in the senior center recently due to the return of the Columbia County Office of the Aging's Senior Programs, so we are looking forward to engaging with them on more programming. A cabinet with non-perishable goods will be installed soon courtesy of Operation Unite.

Advocacy day is Wednesday Feb 5th in Albany: we will share the meeting times when they are known.

The library is closed on Monday for MLK Jr. Day and for Presidents Day in February.

Board Development: Sean Gilleran

There are materials you can post on your social media advertising volunteer night. The Volunteer Night was advertised on various community boards.

We will ask folks interested in the Board to indicate their interest by February 7 to give time to interview and bring team members onto the board. Elizabeth Dickey is stepping down so we will have 5 board seats to fill. There is still an opening for the Treasurer position.

We hope to start a Fundraising Committee so that we have a centralized single voice in reaching out to sponsors in the community and ensuring that we are able to cover our annual appeal and other fundraising opportunities.

History Room: Gary Sheffer

The History Room Committee met and focused on the whaling exhibit - there has been progress on what the exhibit will be and how it will be organized. We are looking to make it a dynamic and multi-month exhibit. On Thursday night 1/23 at 6 pm we have a programming event 'A Layered Landscape: Indigenous Land and Colonial Property in the Hudson Valley' that should be great.

Gala: Jessica Almeah

Jessica went over the contract with their event coordinator and they agreed to reduce the administrative fee by 3%. We lowered the total number of people to 115 and we have up until 20 days before the event to adjust the number. The new total comes to about \$24,000 dollars. We could reduce the # of hours alcohol is served and add coffee/tea option and that could possibly reduce the price.

Please let Jessica know if you want to join or no longer be on the committee, which plans to start meeting next month. Jessica noted that sending out the save the date earlier will be helpful and that we may adjust when and how we reach out to certain invitees.

Ghostly Gallop: from Ryan Kelly, presented by Dani French

In January and February, logistics prep work is underway - securing date for race, banners, city planning, etc.

10/26/25 (Sun) is the 2025 planned race date. This will be the 25th Ghostly Gallop!

414: Joseph Ferris

The next 414 Committee meeting is Monday 2/3/25 at 5pm here at the library, let Joe know if you plan to go!

Friends of the Hudson Area Library Report: from Ryan Kelly, presented by Dani French

The Friends held a meeting in December.

Their current balance is \$13K of which \$1,500 is held in escrow for 414 initiatives. \$2,080 was spent on the Fall 2024 414 initiative.

Hannaford Helps Reusable Bag Program Raised \$101 in October. Silent Auction at the Annual Gala Helped Raise \$1,710. Book & Bake Sale Raised ~\$1931+ (Final Amount TBD)

Friends Funding Approved in Meeting: Ad for Next Book & Bake Sale, Library Advocacy Day (2/5) Bus - \$100, NYLA Membership Renewal - \$100.

Friends will be participating/partnering for the upcoming Volunteer Night (1/21). Their next Book & Bake Sale is scheduled for 3/15-3/17. They still need a VP for the Executive Board. Friends 25th Anniversary Party - Planning for Spring 2025. Next Friends Meeting - 2/19/25 4pm

Motion to adjourn was made at 07:15 pm by Wesley Brown and seconded by Joseph Ferris. Vote to adjourn was passed unanimously.

Jim Kelly, 01 16 2025
Recording Secretary

2/20/25
Date of approval