



Board of Trustees Monthly Meeting

Date: 07/17/2025

Location: Library Community Room

Trustees Attending in person:

Gary Sheffer (President), Dani French (Vice President), Jim Kelly (Secretary), Patty Brennan (Treasurer), Aaron Able, Jessica Almeleh-Frazer, Miranda Barry, Wesley Brown, Joseph Ferris, Sean Gilleran, Kellen Henry, Sharon Javna, Ryan Kelly, Carol Pledger, Kelley Robinson, Heather Thiry, and Sherry Jo Williams.

Excused: Jared Muehlbauer

Absent: N/A

Staff Attending: Emily Chameides (Director)

Others Attending: David Murphy, Mark Orton, Theresa Parsons, Lloyd Koedding

The meeting was called to order by Gary Sheffer at 6:03 pm. He welcomed trustees and guests.

A motion to approve the June minutes was made by Patty Brennan and seconded by Carol Pledger. Vote to approve minutes was unanimous.

Reports

President's Report: Gary Sheffer

Joseph Ferris recused himself from the meeting during the President's Report.

Gary noted that the Executive Committee met and went over Emily's 2024 performance self-evaluation and board members' submitted performance evaluations of Emily and discussed ways we could support Emily's growth and the recruitment, retainment, and development of library staff. It was noted that Emily is terrific in communicating with the board and in supporting and communicating with patrons and community members. We are working on an updated document detailing the roles/responsibilities of the library director position.

Regarding the Galvan donation to Bard news affecting the building the library exists within, Gary noted appreciation for Emily detailing the lease agreements with Galvan to the board via email. Galvan noted that all leases will be honored through their expiration. Gary and Emily are in communication with the Bard CFO and other staff, and they are scheduled to meet via zoom on August 20. Gary noted to Bard contacts that we are an association library, not a municipal library. Bard noted they are doing their due diligence for 90 days regarding all properties. We are preparing for the August 20 discussion and are seeking to obtain the services of a lawyer to review our leases so we know our rights, options, and helpful questions to ask when meeting with Bard. Gary noted that we will need to continue considering how we can obtain more space for the history room and community events and the sustainability and security of the library. He noted to feel free to share any questions or concerns regarding this process amongst the board and that this is a good impetus for us to discuss and make progress on the long term space needs of the library.

A motion to approve the Board and Emily procuring the services of an attorney with real estate experience was made by Miranda Barry and seconded by Sean Gilleran. Vote to approve this motion was unanimous.

Treasurer's Report: Patty Brennan

Month in Review - Through June of 2025, we collected 74% of our annual budgeted operating income and spent 37% of our budgeted operating expenses. In the month of June in income, total receipts were \$3,210. Notable in income for the month includes: Friends of the Hudson Area Library contribution in memory of Janet Miller in the amount of \$1,000. In expense for the month of June, total expenses were \$26,728 for the month. Notable expenses for the month includes: in account Summer Reading - New Planet Screen Printing of \$990 for Summer Reading totes.

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

A motion was made to approve the Profit & Loss Statement by Joseph Ferris and seconded by Aaron Able. Vote to approve the report was unanimous.

Director's Report: Emily Chameides

Patty Stroh has decided to retire, but will continue to volunteer with us once a week. We thank her for her services. Danielle Reiff, a former AmeriCorps worker, has returned to work with us through that program and Emily is awaiting word from the AmeriCorps team leader on the length of her contract. Emily has drafted the Assistant Library Director job description, which will be reviewed and approved by the Executive Committee.

We received a grant for \$5,000 from the Rheinstrom Hill Community Foundation in support of our 2026 History Room exhibition *Celebrating 250 Years: The Patriots of Hudson* and \$2,500 from the Ackerman Foundation in support of our oral history collection, digitizing, and archiving. Thanks to Brenda for writing these grants!

Programming and Events: Emily shared some upcoming highlights and noted that the All Ages Storytime with Lil Miss Hot Mess and Jacinta Bunnell wasn't included in our summer reading outreach materials due to the event's late addition to our schedule after those materials were printed. The City of Hudson Police Department's National Night Out will occur on Tuesday, August 5 from 5-8pm; if you are interested in taking on leadership in tabling this event, please reach out to Emily (we don't expect having library staff capacity for this). Emily will be tabling at the Columbia County Libraries Association table at the Columbia County Fair on Sunday, August 31 from 9:30am-3:30pm. If anyone wishes to join Emily for all or part of this time slot, please let her know. It is a small table and only would need one or two volunteers at most. Emily is working on a law enforcement policy and she and Patty will review our financial controls policy. These will be brought to the board for consideration after further discussion. Emily noted an update that the

ALA call to action, noted in her report with a July deadline, has been extended through September with a call for library supporters to reach out to Congress to ensure that library programs receive full federal funding in the next fiscal year.

Please enter your 2025 activities in the Trustee Education Activities Records spreadsheet as you complete your hours this year and see Emily's director report for training opportunities.

Board Development: Sean Gilleran

Sean noted a current focus on partnering with Miranda to find any training that would support the board's development of knowledge and support regarding fundraising and long term planning.

History Room: Gary Sheffer

The History Room will support a library exhibit next year that will celebrate patriots of the American Revolution: 2026 History Room exhibition *Celebrating 250 Years: The Patriots of Hudson*. Gary noted that interested board members could please share any referrals for dramatic reading (no memorization required) or piano music playing for the September 4 event. We would like 4-5 readers ideally. Joe, SJ and Dani noted they would help out.

Gala: Jessica Almeleh

We have 35 ticket sales already, which is great for this time of year.. We'll be reviewing the invitation and sending it to get printed next week.

We'll have a television at the Caboose to show a video about the library created by a videographer (Karl Mattson). Board discussed different photos and existing clips we could provide to Karl to add to the video, including a collage of images of the past Lions of the Library.

We'll have donated flowers from Sweet Flower Farm. Next week is menu selection and Jessica will work with Caboose staff on table arrangement at a later point. Going to order the awards next week. Emily put together a list of past donors for us to start calling and ask to attend and sponsor. The theme is "Where Stories Meet." Looking for 2-3 people in the community to tell a success story related to the library and they'll be guests at the gala.

During the event, we're focusing on the Call for the Cause and not doing a silent auction this year.

Long Range Planning: Gary Sheffer

Planning a meeting with the committee—will email the group. We're going to take the second half of the next meeting to talk with Rebecca Smith-Aldrich via Zoom to talk about community outreach. Still working on the Mission/Vision statements. The goal is to have our plan done by the time of this year's annual meeting.

Fundraising: Miranda Barry

This is the moment where we have to focus on recruiting folks to come to the Gala. Invitations are going out next week. Miranda and Sean are meeting soon to create a one-page for potential dual sponsors of the Gala and the Gallop. Billy Blowers provided Miranda with a list of all the businesses in Hudson. Miranda would love help with outreach once the fliers are put together.

Miranda is considering circulating a list of potential sponsors around to see if any board members know them personally. Kellen and Kelley are working on creating a donor database and are getting to the point where they need input from the whole board. A form will be sent to trustees asking for names of potential donors.

Responsibility of board members to donate: There is now a pledge form for everyone on the board to fill out to help plan your giving. There's no minimum, but we do need 100% board participation. We also want to encourage people to bring in donations from other individuals and businesses.

Ghostly Gallop: Ryan Kelly

17 registrants so far. Dani is working with Crystal on knowledge transfer of marketing responsibilities. Please feel out your availability for the first committee meeting if you're interested—we lost some of our most

Gallop- involved Board members. Aaron mentioned connecting with Return Running Club, Neighbour Running, and others for sponsorship and promotion.

Programming: Kellen Henry

Summer reading is in full swing! The opening party was great and there were 140 in attendance and over 100 folks signed up for summer reading. 120 attended the community dye bath at Waterfront Wednesday. There will be an Encanto screening at Story Screen on August 10, which will be a bilingual event (Spanish subtitles). We would love trustees to attend for support; watch the “Know Your Rights” training beforehand.

414: Joseph Ferris

Committee meeting yesterday. Covered the advocacy ambassadors initiative by the MHLS. We’re waiting on them to figure out what that will look like and the plan will be shared with the Board. The committee brainstormed ways to proactively reach out regarding things happening on a federal level.

The committee discussed the two pillars of advocacy principals: storytelling and lobbying. Storytelling involves engaging stakeholders in tandem with fundraising and other committees to make sure we’re doing the most that we can without stepping on each other’s toes.

Friends of the Library: Joseph Ferris

No updates, no meeting this month. Gary noted he sent a note about the Galvan donation to Billy to share with the Friends.

New Business/Public Comments

Mark Orton noted how unique the whaling exhibit was and discussed the need to digitally preserve these exhibits, as well as other talks and programs because they become a resource for everyone in the world. Lloyd Koedding noted Emily’s annual report slideshow that he thought might work nicely for the Gala.

Motion to adjourn was made at 07:12 pm by Joseph Ferris and seconded by Wesley Brown. Vote to adjourn was passed unanimously.

Jim Kelly, 07/17/2025	8/21/25
Recording Secretary	Date of approval