

# **Croton Free Library Board Meeting Minutes**

April 20, 2023

PRESENT: Trustees: Leslie Ellis (24), Barry Feinberg (23), Adora Lam (26), Mayla Hsu (26), Margaret Mahoney (26), Marianne Merola (27), Laura Stelman Jaeger (26), Susan Ranis (24), Mary McFerran (26), Jane Beller (27)

Absent: Lynn Kauderer (23)

Library Director: Jesse Bourdon

## **CALL TO ORDER – EXECUTIVE SESSION**

A motion to immediately start an Executive Session was called and passed at 7:35p.

The board unanimously agreed with the proposed salary increases.

Motion Passes unanimously.

Executive session concluded at 7:49pm.

## **CALL TO ORDER – BOARD MEETING**

The Board meeting was called to order at 7:49 pm.

## **APPROVAL OF MARCH 2023 MINUTES**

March 2023 minutes were voted on and approved.

## **DIRECTOR'S REPORT**

### **PATRON SERVICE STATISTICS**

- Patron Services Statistics for the month of March 2023 were presented.
  - The statistics of children's event attendance continue to rise. The numbers are in line with expectations of attendance.

### **UPDATES**

- Croton Lions Club Donation
  - This past month The Croton Lions Club made a generous donation to the library, to use however the library desires.
- Donation Policy Change
  - We will now only be accepting book donations Wednesdays-Saturdays. This slightly condensed time window during the week will allow our staff more time to organize the donations that come in.
- New CFL Emails
  - *@CrotonFreeLibrary.org* email addresses are now available. The library director is testing these emails to make sure they are not being placed into spam boxes. Email addresses are within the Google platform, and accounts will have a 30-gigabyte limit.
    - Any trustees interested in a CFL email address should notify Jesse.

- Fiscal Oversight Webinar Reminder
  - This webinar is occurring Wednesday morning 4/12 at 10am.
- Upcoming Events: Tiny Art Show (April 23) and Local Authors Celebration (April 29)
  - To book-end National Library event we are presenting the Tiny Art Show and also a Local Authors Celebration.
  - Our Tiny Art Show is in honor of the 125<sup>th</sup> Croton Anniversary, and the full exhibit will be donated to the Croton historical committee.

## **MOTIONS/APPROVALS**

- Annual Report Approval
  - The annual report was emailed to the board by the Library Director. All information that is required to be presented annually to the state is contained within the document.
  - The annual report was voted on and approved unanimously. *[Adora, Susan, then all]*
  - We will take extra steps to make sure all policies are easy to find on the Croton Free Library website.
- New promotion: Dianna Solano (to Full-Time Clerk)
  - The promotion of Dianna Solano to full-time clerk was voted on and approved unanimously. *[Marianne, Mayla, then all]*
- Battle of the Books Proposal
  - Monies brought in by the old CFL Association used to fund the Battle of the Books. Going forward, the Board has suggested that monies raised by the Fundraising Committee fund Battle of the Books.
    - The motion for the fundraising committee to supply the funds for this year's Battle of the books (\$2,500 proposed cost) was voted on and approved. *(Jane, Laura, then all)*

## **TREASURER'S REPORT**

### **CHECK REGISTER APPROVAL**

- The Monthly Check Register for March was presented and approved by the full Board following review by the Finance Committee. *[Adora, Leslie, then all]*

## **COMMITTEE REPORTS**

### **FINANCE COMMITTEE**

- Current expenses
  - Our total expenses for the year are falling in line with expectations.
  - We have had slightly more income than expected. In addition to the second half of the school district tax money, we also received a state grant and fundraising income not included in our planned budget.
- Annual Budget Approval
  - The Finance Committee reviewed the annual budget proposal. Some items to note:
    - Funds for the museum passes will be provided with money raised by the Fundraising Committee.
    - Cost of utilities will be reduced due to a smart control for utilities on a timer/with a smart device using the building Wi-Fi.

- A motion by the Board to approve the budget for next year was voted on and approved unanimously. *[Leslie, Marianne, then all]*
- Annual Audit Approval
  - The Finance Committee reviewed the Annual Audit and made some minor corrections. A motion by the Board to approve the Annual Audit was voted on and approved unanimously *[Mary, Marianne, then all]*

#### **CROTON READS COMMITTEE**

- A large thank you to Jane Beller for leading another successful Croton Reads program. Both the author and performers enjoyed participating in our event.
- Marianne and Jane are already looking for ideas for the next Croton Reads event in 2024.

#### **BUILDINGS AND GROUNDS COMMITTEE**

- Jesse has received the contract from Butler, Rowland, Mays for our potential library renovation project. Our goal is to have the document signed by our May board meeting.
  - The board has requested that our pro-bono lawyer review the contract before we sign.
- As part of the onboarding with the architects, all blueprints have already been scanned.

#### **ART COMMITTEE**

- The current exhibit by artist Inez Andrucyk will end in April. The next exhibit will be by local photographer Roya Zarrehpavar.
- The Roya Zarrehpavar exhibit will be the last exhibit led by Board Trustee Mary McFerran. Trustee Margaret Mahoney will take over as chair of the Art Committee upon Mary's departure.

#### **FUNDRAISING COMMITTEE**

- Book & Bake sale
  - The sign-up genius link for our next Book & Bake sale was sent out to volunteers this morning. We have already received a good response.
  - The next Fundraising Committee meeting will take place Thursday, April 20th to check-in on pre-event tasks.
  - We are excited the next Book and Bake sale coincides with the Westchester Craft Crawl and 125<sup>th</sup> Croton Anniversary events that weekend. We will be cross-advertising and are asking all board members promote the event in all ways they can.
- Chase Account
  - We will fully transition from Wells Fargo to our new Chase account within the next 1-2 months.
  - We are proposing a move from a Paypal system at our events to a direct e-deposit into our Chase account.
  - Viewable monthly reports from our fundraising account have been requested by the board. Once we transfer fully into our Chase account this will be easy to create.

#### **LONG RANGE PLANNING COMMITTEE**

- By-Law adjustments have been proposed by Leslie Ellis, Board President.
  - Changes to this document include the adapting for some flexibility with timing of trustee elections, as well as amendments to the Board committee groups, removing the Publicity committee.

- Changes to the By-Laws will be voted on at the Annual Meeting.

#### **SAFETY COMMITTEE**

- There was no Committee report this month.

#### **OLD BUSINESS**

##### **NEW TRUSTEE SEARCH**

- There are two positions open on the Board, which will both be filled as 5-year terms.
- The board has reached out to all four Trustee applicants. We have heard back from three applicants, and these interviews have been scheduled.
- A Board meeting will occur prior to the Annual Meeting, Thursday April 27th. This meeting will begin at 6:30pm. At that time the new Trustees will be officially approved.

#### **ANNUAL MEETING**

- The Annual Meeting of the Board will be held on Thursday, April 27 from 7:00 to 9:00.
- Outgoing Trustee Book Selection
  - As is our tradition for honoring outgoing Trustees, the Director is evaluating books to be dedicated to Mary McFerran and Adora Lam.

#### **NEW BUSINESS**

##### **SUMMERFEST**

- Summerfest is happening June 4<sup>th</sup>. We will be asking the Board to spend time at the event engaging with the public from the Croton Free Library booth.

#### **PUBLIC COMMENT**

There were no public comments.

#### **ADJOURN**

The meeting was adjourned at 9:21p.

*Respectfully submitted by Laura Jaeger, in absence of the standing Secretary, Lynn Kauderer.*