

Board Meeting Minutes Croton Free Library May 13, 2024

Minutes of the May 2024 Board Meeting of the Croton Free Library, held on Monday, May 13, 2024 at The Croton Free Library, Ottinger Room, 171 Cleveland Drive, Croton-on-Hudson, NY 10520.

PRESENT

Library Board of Trustees:

Susan Ranis, *President* (29)
Marianne Merola, *Vice-President* (27)
Barry Feinberg, *Treasurer* (28)
Bethany Basile (27)
Adam Decker (28)
Leslie Ellis (29)
Kate Fabian (28)
Laura Jaeger (26)
Justin Johnson (28)
Margaret Mahoney (26)

Library Director: Jesse Bourdon

ABSENT

Mayla Hsu (26)

CALL TO ORDER

The meeting was called to order at 7:34 pm.

APPROVAL OF APRIL 2024 BOARD MEETING MINUTES

A motion was made to adjust the April 2024 meeting meetings to reflect that meeting participants via zoom be noted as absent, as required by the Open Meetings Law. An adjustment to reflect that Laura Stelman Jaeger (26) was absent from the meeting will be made to the meeting minutes by Adam Decker and they will be reposted on the library website.

With this adjustment made, upon motion duly made and seconded, the [minutes of the April 2024 Board Meeting](#) held on April 8, 2024 having been distributed in advance of the meeting and their reading having been dispensed with, were unanimously approved.

VOTING IN NEW BOARD POSITIONS

MOTION

A motion was made by Leslie Ellis that Susan Ranis continue as the President of the Croton Free Library Board for the 2024-2025 year. Laura Jaeger seconded the motion. The motion passed unanimously.

MOTION

A motion was made by Laura Jaeger that Justin Johnson be appointed as the Vice-President (succeeding Marianne Merola) of the Croton Free Library Board for the 2024-2025 year. Adam Decker seconded the motion. The motion passed unanimously.

MOTION

A motion was made by Susan Ranis that Laura Jaeger be appointed as the Secretary (succeeding Lynn Kauderer) of the Croton Free Library Board for the 2024-2025 year. Kate Fabian seconded the motion. The motion passed unanimously.

MOTION

A motion was made by Adam Decker that Barry Feinberg continue as the Treasurer of the Croton Free Library Board for the 2024-2025 year. Leslie Ellis seconded the motion. The motion passed unanimously.

DIRECTOR'S REPORT

Collection Statistics and Patron Services

We are still waiting for this month's data sets from WSL, but stats have remained relatively constant.

We have been updating our programming and have had an increasingly robust turnout. YA, Adult, and Special events attendance is trending up, with attendance at events up 77% in 2023.

These event statistics are based on library-sponsored and co-sponsored events only (not reserved room use).

2024-25 Proposed Operating Budget – Discussion and Approval

Our annual operating budget summary can be found online on the Croton Free Library website.

Income

- We are asking for the maximum tax levy (2.6%), which we believe will keep us in line with increase of living expenses and funding amounts allotted for similar sized libraries.
- The major percentage change for our income is the Cortland tax allocation, which would increase 10%. The total money from that increase would add approximately \$1,000 to our budget.
- We continually examine ways to make the best use of government grants to provide our services in a cost-efficient manner.

Expenses to note:

- Collection
 - The collection changes include increased allotment for childrens' collection, a decreased allotment for YA, and a 30% increased allotment for digital collection.

- **Contracts/Salaries**
 - We are asking for a 2.75% increase for contracts/salaries for all Croton Free Library staff. This increase applies to the current working hours of all staff members.
 - We are including an increase in our budget to create a Head of Circulation position at the Croton Free Library. This will be a full-time managerial position. We will be promoting from within.

MOTION

A motion was made by Leslie Ellis and seconded by Kate Fabian to approve the 2024-25 Proposed Operating Budget. This motion was unanimously approved by the board.

MOTION

A motion was made by Leslie Ellis and seconded by Justin Johnson to create a full time supervisor position at the Croton Free Library, beginning June 2024. This motion was unanimously approved by the board.

Public Computer use in the afternoons

We are taking steps to address the availability of the 4 desktop computers at the library. Between 2-4p on weekdays these desktops are consistently reserved, and a few patrons have expressed concern about not having access to these computers during this time window.

To provide computer access for all patrons, we are using a reservations based system, and we also have laptops available for use.

We will be working to create a Library policy regarding computer use.

Donations Update

Given the bankruptcy of Discover Books, we are in communications with Bay State Books to replace Discover Books as our book recycling vendor. The reliability of this new company will dictate our book donations collection policy going forward. We currently need pick-ups every two weeks throughout the year to manage the incoming donations that are not suitable for the Book & Bake Sale.

After this coming weekend's Book & Bake Sale, Bay State Books will be visiting the Croton Free Library for the first time to pick up leftover sale items. All excess books will be left stocked in the middle of the Ottinger Room on tables and Bay State Books will remove the items from the space on Monday.

If Bay State Books does not end up arriving on Monday, we will need to pack up the books and bring them back to the Library store room, and we will need to find an alternative way to remove the books from the library.

The effectiveness of the clean up process with this new company will help us formulate the plan for clean-up for future Book & Bake sales.

Union Negotiations Update

The CSEA (Civil Service Employees Association) of New York has announced it will no longer be representing the Croton Free Library Employees. After seeing the possible contract, the motion to unionize failed; Croton Free Library employees made 3 votes in favor and 15 votes against.

Employee time tracking and scheduling software

There are currently no methods in place to document the arrival and departure times of Croton Free Library employees, nor is a tracking system in place to monitor shift swaps and vacation requests.

We will be implementing a time clock and attendance policy for staff. This updated system for time tracking and scheduling will also assist with the payroll process.

The cost per year for using ADP is a little over \$2,000. Per biweekly payroll, this additional cost should be negligible for the library.

"Three Body Problem" Performance – Thanks to Lions Club

We earmarked \$1,000 from a Lion's Club donation for the "Three Body Problem" program. This dance performance occurred on April 13, 2024 was adapted specifically for our space in the Ottinger Room. We had approximately 100 attendees, many of whom had never seen modern dance.

Full Staff Meeting (Monday, May 20)

We have our next full staff meeting set on Monday, May 20th at 11am. The board is invited to a casual potluck (coffee and treats) meet and greet with the staff starting at 10:30a. The board is also welcome to sit in on the meeting which runs for approximately an hour.

TREASURER'S REPORT

The Finance Committee continues to meet prior to the monthly Board meeting to review financial documents. Its recommendations and reports are presented to the Board as part of the Treasurer's report.

Check Register Approval

- The Monthly Check Register for April was presented. The Check Register was voted on and approved by the full Board following review by the Finance Committee.

Budget Performance through April

- We are 10 months (83%) through the Fiscal year. Our expenditures are currently in line at 88% of the annual budget. No major expenditures are expected through to the end of the fiscal year.
- Our income as of the end of April is attributable to our various fundraising activities.

COMMITTEE REPORTS

Finance Committee

See Treasurer's Report

Croton Reads

There is no update for this month.

Buildings and Grounds

There are no updates since our last reporting at the annual meeting, April 25, 2024.

Our next meeting is scheduled for this Thursday, May 16, but in light of the Book and Bake sale set-up, this meeting will be canceled.

Arts Committee

The current artist on display in the Ottinger Room is Stephanie Marcus. This artist recently passed away, but the family gave permission for the art to be displayed at the library.

The artwork was hung on May 3 and will be in place through the end of June. The reception will be held on Sunday, May 26 from 2-4p.

Fundraising Committee

Our next Book & Bake sale is this coming weekend, May 18-19. The sale will be open from 10a-3p both days, with early-bird access on Saturday from 8-10am for \$10.

On Sunday the 19th the entire day we will have a \$20 bag deal - a Croton Free Library bag and all you can fill it will be included in the \$20 fee.

Susan Ranis and Kate Fabian will be leading the set-up efforts this Thursday and Friday. We currently have a small number of experienced volunteers who will be assisting with set-up, and would love to have a few more volunteers those days if possible.

Clean-up after the sale Sunday is expected to be minimal, as we will be working with a new book recycling company (Bay State Books) who will be coming by Monday morning after the sale to collect remaining sale items.

The board is asked to make sure lawn signs are put on display tonight or early tomorrow morning, and also to spread the word throughout the community about this event.

Long-Range Planning

The committee is working on finalizing a "Recording in the Library" policy which is part of a set of four policies that is being addressed by the committee.

OLD BUSINESS**Summerfest Participation (Sunday, June 2)**

The board has decided to have a table at Summer fest. The goal for participating in this event is to interact with our community. The board will continue discussions via email to plan for what will be offered at our table and to staff the table throughout the event.

NEW BUSINESS**2024/2025 CFL Committee Assignments**

A brief discussion was held to review the current Board committee assignments and plan for updated committees for our coming year.

Marianne Merola asked to step down as chair of the Long Range Planning committee, and Adam Decker has stepped up as the new chair of this committee.

With her appointment as Secretary of the Croton Free Library Board, Laura Jaeger opened the floor for another board member to take over as the chair of the Fundraising committee.

We will need a few members of the trustee selection committee, and will also need to decide the future of the Croton Reads Committee. We will also need to select the board members who will take part in the newly formed renovation advisory committee.

The board will continue discussions via email to finalize the 2024/2025 CFL Committee Assignments.

Discussion of Croton Reads

The board discussed the future of the Croton Reads event, and its place as an event sponsored and run by the Library Board versus an event that is part of the standard Croton Free Library programming roster.

The board agreed that this program is a valuable program and would recommend that it continue, but suggestions were made that this event fall under the umbrella of the library's regular programming. The main reason behind this request for ownership change is that the Board should be focused on governance, and events programming is not part of official Board duties.

The budgeting for Croton Reads has historically come from the money raised by fundraising, so the board would be able to donate money towards this event if requested by the library.

A desire to refocus attention on a community book (vs. a known-author) was examined, and an eagerness to align this program with the active interests of our community as well as fitting in well with our other programming throughout the year were also discussed.

A proposal for this adjustment of event ownership will be discussed at the next board meeting.

2024-25 Board Meeting Dates

The board meeting dates will be emailed to all board members by Jesse.

Bylaw Discussion

We would like to clearly define the official start of trustee duties for new trustees. It is not clearly written in our bylaws when new trustees are officially “on call” in the time period between being elected and their first attendance at a board meeting. This topic will be discussed at the June board meeting.

Advisory Committee

There have been 5 applicants from our community for the renovation advisory committee.

Justin will set brief introductory phone calls with all applicants, and invite them to a preliminary meeting. This initial meeting will be scheduled to bring the new committee together and assess how the committee will meet going forward and how each applicant can assist with the project’s goals.

We are open to creating a rotating group of participants for this committee based on the different knowledge base and strengths of the individuals involved, to maximize the efficiency and effectiveness of the committee at various stages of the process.

Conflict of Interest/Whistleblower

Our annual Conflict of Interest and Whistleblower form was distributed and signed by all board members present.

***PUBLIC COMMENT**

**Members of the public may address the Board of Trustees only during the Public Comment portion of the board meeting and must identify themselves by name when they begin to speak. Comments are limited to no more than three minutes per person. The number of public comments per board meeting may be limited due to time constraints.*

There were no public comments.

ADJOURNMENT

A motion was made by Leslie Ellis and seconded by Laura Jaeger to adjourn the meeting and move into Executive Session pursuant to Section 105(1)(f) of the Open Meetings Law (Public Officer’s Law). This motion being unanimously approved, the Meeting was adjourned at 9:38PM.

Respectfully submitted by Laura Jaeger, secretary