

Croton Free Library
Board Meeting Minutes
February 8, 2021

PRESENT

Trustees: Leslie Ellis (24), Adora Lam (21), Lynn Kauderer (23), Susan Ranis (24), Barry Feinberg (23), Jane Beller (22), Marianne Merola (22), Sharyse Eisinger (21), Mary McFerran (21)

Treasurer: Sid Franks

Library Director: Jesse Bourdon

Croton Free Library Association: Kate Fabian, President; Laura Jaeger, Vice President; Sara Mills-Cohen, Silent Auction Chair

CALL TO ORDER The meeting was held online via Zoom due to the COVID-19 pandemic and was called to order at 7:35 pm.

January 2021 minutes were approved

DIRECTOR'S REPORT:

- Patron Services

Patron Services statistics were presented and continue to reflect the effects of pandemic restrictions. Curbside pickups continue to increase in spite of two closings due to snow, and OverDrive usage has doubled since a year ago.

- Video Games and NYS Park Passes

The Library has begun circulating video games, all of which have been obtained through donations to the library rather than through purchases. This eliminates any concerns about the high price tag and short life spans of these games which previously had made them less appropriate for library lending.

Additionally, the Library has purchased a NY State Park Pass to be available for patrons in the same manner as our current Museum Pass service. If this proves popular, more passes may be added.

- Technical Staff departures

Coincidentally, this month has seen the departure of a number of part-time staff, many of whom had technical responsibilities. All are leaving for career opportunities or family relocation. The Director is reevaluating the responsibilities of the remaining staff in hopes that they might absorb much of the work and/or combining the hours and responsibilities of ex-staff to create a new full-time staff position.

- New Bill Payment Procedure

Due to mail delays some bill payments, which have traditionally been paid through mailed-in checks, have not been received in time resulting in overdue fees. Paying bills by check has facilitated the required oversight by the Treasurer or other Board member. The Director has set up on-line credit card payment for these bills and is working with the Treasurer to establish new oversight methods.

- New Service License Agreement (SLA)

The Westchester Library Association is revamping its financial model for providing network services to member libraries. Libraries will be offered a menu of services resulting in customized service contracts. Depending upon which services we select, we can anticipate a significant change in our licensing fee.

COMMITTEE REPORTS:

- Finance Committee:

The Treasurer reports that the Library is continuing to do well financially and is operating within and often below budget projections. The Library will be receiving its next check from the School District this week. It was decided that it is time for review of our assets currently held in a Vanguard investment account. Currently, any income from these accounts is reinvested. The committee plans to meet soon to review these investments.

The monthly Check Register for January 2021 was reviewed by the Board, voted on, and approved.

- Buildings and Grounds

The committee is awaiting a report from the Director regarding the major problems he has identified with regard to the Library's current space configuration. This list will be reviewed by the Space Configuration Committee followed by a meeting with a second library design consultant: Lothrop Associates.

- Art Committee

Our current exhibit, Woven Sewn Home, which includes a number of different artists, is continuing into its second month.

- Safety Committee

The Library is still on lock-down to the public and is providing curb-side pickup only. The Director is monitoring our neighboring libraries and will make the decision to reopen based upon local COVID-19 statistics.

LIBRARY ASSOCIATION REPORT:

The highly successful Annual Appeal has been completed and received donations totaling \$21,014, which is a record-breaking amount. While the average donation was down by \$10, the number of donors increased in number by 60. The Board is extremely grateful for the Association's efforts and for the strong support from the community.

Work continues on creating a silent auction. Many exciting items have already been volunteered, and it is hoped that the appeal letter provided by the Association President will continue to be circulated. Any new ideas or contributions should be shared with the auction Chair, Sarah Mills-Cohen.

NEW BUSINESS

After much ongoing discussion and consideration, and in consultation with Executive Director of WLS Terry Kirchner and the current members of the Library Association, it has been decided that there should be a change in the current Association/Board relationship in order to clarify the longstanding confusion of the roles and responsibilities of the Croton Free Library Association.

In order to accomplish this, more details will need to be determined and it will be necessary to re-write the current Library Bylaws. A committee has been formed to complete this task. It is hoped to have revised bylaws by the Annual Meeting in April.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 8:52 pm, after which the Board went into executive session.

The executive session was adjourned at 9:02

Respectfully submitted by Lynn Kauderer