

Croton Free Library
Board Meeting Minutes
May 10, 2021

PRESENT

Trustees: Leslie Ellis (24), Adora Lam (26), Lynn Kauderer (23), Susan Ranis (24), Barry Feinberg (23), Jane Beller (22), Marianne Merola (22), Mary McFerran (26) Laura Stelman Jaeger (26), Mayla Hsu (26), Margaret Mahoney (26)

Treasurer: Sid Franks

Library Director: Jesse Bourdon

CALL TO ORDER

The meeting was held online via Zoom due to the COVID-19 pandemic and was called to order at 7:30 pm.

APPROVAL OF APRIL 2021 MINUTES

April 2021 minutes were voted on and approved.

ELECTION OF OFFICERS

After opening the floor for nominations, the following officers were voted on and approved unanimously:

President: Leslie Ellis
Vice President: Marianne Merola
Secretary: Lynn Kauderer

Sid Franks will continue as Treasurer.

DIRECTOR'S REPORT:

- Patron Services

Patron Services statistics were presented and continue to reflect the effects of pandemic restrictions, making any comparison to April 2020, when the Library was completely closed, irrelevant. Curbside pick-ups and browsing appointments are down from last month, perhaps in anticipation of the Library's reopening.

- PPP Loan Forgiven

The Director received notice from Chase Bank that our PPP (Paycheck Protection Program) loan in the amount of \$124,000 has been forgiven. Since funds for paying employees during the quarantine period had already been included in the budget, we now have this amount available for a special project. The Director is considering using the money to redo the Library's website.

- New Phone System

The new automated phone system is up and running and has received positive reviews by both staff and the public.

- New Position

Gwen Glazer, formerly a part-time employee and Teen Librarian, has accepted the newly-created position of Head of Collection Development and User Engagement. She has also opted to accept the benefits provided by the Library for full-time employees. In this position she will be taking on many of the responsibilities previously assigned to the Assistant Director (a title which is being eliminated) with the exception of Children's programming, Reference Supervisor, and Circulation Supervisor.

- Green Business Partnership

The Director met recently with Ms. Dani Glaser, Program Director for the Green Business Partnership. This group provides help in identifying possibilities for reducing the carbon footprint of businesses renovating their premises. It is likely that this group will prove to be a good resource for our anticipated reconfiguration project.

COMMITTEE REPORTS:

- Finance Committee:

The budget for the 2021-22 fiscal year was presented and reviewed in detail for benefit of the new Board of Trustee members. The Library continues to operate under budget. In addition, the Library's check writing procedure was explained. While it is the responsibility of the Director to write checks, only the Treasurer, President, or Vice President can sign these checks providing an important review and approval step.

While we currently have several procedures for backing up our financial records, the committee is working on adding additional cloud backup.

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

- Buildings and Grounds

The special Space Committee, together with the Buildings and Grounds committee, will be presenting their draft report on reconfiguration challenges for the Library at the upcoming Blue Sky meeting.

- Art Committee

For the months of May and June artist Maureen Winzig, will be exhibiting her work on the Library website. It is hoped that future artists will be able to resume exhibiting in the Ottinger Room once the Library reopens.

- Croton Reads

The committee will be meeting soon to discuss future plans.

- Long Range Planning

The committee will be presenting a report with ideas garnered from our Blue Sky meeting in June.

- Safety Committee

The committee will be meeting this month to review our phased reopening plans. The Library is starting to gradually reopen and is currently open for browsing by appointment only. As each phase of reopening occurs, it will be reviewed in real time and with health and safety for both the public and staff a priority consideration. Plans are underway for introducing new outdoor programs during the summer months, and much of our remote programming will continue.

- By-Laws Committee

The committee will be completing the new By-Laws, incorporating a few minor changes from the final meeting of the Library Association, and will pass them to the Long Range Planning committee.

FORMATION OF COMMITTEES FOR 2021-2022

New committee assignments were determined for the fiscal year 2021-2022. They are:

Finance

- Barry*
- Sid
- Lynn
- Susan
- Leslie
- Jesse

Buildings and Grounds

- Adora*
- Margaret
- Barry
- Jane

- Susan
- Meredith Hertlein
- Leslie
- Jesse

Art

- Mary*
- Lynn
- Adora
- Barry
- Leslie
- Jesse

Croton Reads

- Jane*
- Margaret
- Barry
- Adora
- Leslie
- Jesse

Long Range Planning

- Marianne*
- Lynn
- Laura
- Mayla
- Leslie
- Jesse

Safety

- Leslie*
- Jane
- Mayla
- Susan
- Jesse

Fundraising

- Laura*
- Marianne*
- Mayla
- Susan
- Leslie
- Jesse

Publicity

- Susan*
- Mary
- Margaret
- Laura
- Leslie
- Jesse

Training subcommittee

- Leslie*
- Barry
- Lynn
- Marianne
- Jesse

*Chair

OLD BUSINESS

There was no old business.

NEW BUSINESS

- Blue Sky Meeting

The Blue Sky meeting is scheduled for June 7 at 6:30. It is hoped that this meeting can be held in person outdoors, but the exact structure of the meeting is still to be determined. Select members from the staff and the old Library Association will be encouraged to attend.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:24 pm

Respectfully submitted by Lynn Kauderer