

**Croton Free Library**  
Board Meeting Minutes  
June 14, 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 6:00 pm.

**APPROVAL OF MAY 2021 MINUTES**

May 2021 minutes were voted on and approved.

**DIRECTOR'S REPORT:**

- Patron Services

Statistics for May 2021 were presented and continue to reflect the effects of pandemic restrictions, making any comparison to May 2020, when the Library was completely closed, irrelevant. Curbside pickups and browsing appointments remained popular, however, due to our June 1 reopening, major changes in these statistics are anticipated next month.

- Reopening Status

Happily, the Library has reopened! There are restrictions on the number of people allowed in different areas of the Library at one time, but so far these limits and mask enforcement have not led to any difficulties from the public. The Safety Committee will meet on Thursday, June 17 to discuss the next opening steps.

- By-Laws Review

The Director has forwarded a draft of our new By-Laws to the Pro-Bono Partnership which will assist in selecting a law firm to review them for us.

- New Copier

After much research comparing costs, the Director has decided to lease rather than purchase a new copier which will be available starting Thursday, June 17.

- Parking Lot Repair

In the next few weeks work will begin to correct several problems with the parking lot, especially repairs to a major pothole at the top of the hill.

- Maintenance Position

The Library is currently accepting applicants for a part-time maintenance position. The Director is hoping to find someone who lives locally and can take on project management as well as performing their own maintenance services. Several job-listing resources were suggested.

- New WiFi Equipment

The Director is planning to purchase new wifi equipment in the near future. There is a need for a larger range so that outdoor wifi will be more available to patrons. Once installed, the new equipment will then be updated with our selection of WLS services.

## **COMMITTEE REPORTS:**

- Finance Committee:

The Library continues to operate under budget, and we continue to see more funds coming in than going out. Noted savings are in the categories of Salary, Operations and Maintenance, and Books/AV/Periodicals. While we are not collecting fines, this has not significantly affected our financial situation.

The monthly Check Register for May 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

The Chairwoman has reached out to all the artists who displayed on-line during the pandemic offering them first option to display their work live in the Ottinger Room. It is not clear when this can begin, but a Fall start is anticipated.

- Croton Reads

The committee has been examining several options for our next Croton Reads to be held in March 2022. All ideas or suggestions are encouraged as to who we might be able to get with our somewhat limited budget.

- Long Range Planning

The committee has been working to update the Library's Whistle Blower and Conflict of Interest Policies which should be completed soon and will be sent to all the Trustees for their signatures. Next on their agenda will be New Trustee Orientation and updating the Library Trustee Manual.

- Safety Committee

The committee will be meeting next week to review our phased reopening plans.

- By-Laws Committee

Our new By-Laws are being forwarded to a pro bono law firm for review.

- Fundraising Committee

The Committee is planning a Summer Book Sweep event on Saturday July 17. Books will be organized by adult/children only and set out on tables. Bags will be provided and customers will pay by the bag. We are seeking food vendors for outdoor sales only, with 20% of profits being returned to the Library. An email has been sent to all Trustees for volunteer signup.

- Publicity Committee

The Committee is currently focusing on publicity for the Summer Book Sweep in July.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

- Blue Sky Meeting

The Blue Sky meeting is scheduled to be held directly following this month's meeting of the Board.

## **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 7:00 pm

Respectfully submitted by Lynn Kauderer