

**Croton Free Library**  
Board Meeting Minutes  
September 13, 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 7:38 pm.

**APPROVAL OF JUNE 2021 MINUTES**

June 2021 minutes were voted on and approved.

**DIRECTOR'S REPORT:**

- Patron Services

Statistics for the summer months of June, July and August 2021 were presented. The director is happy to report that since the reopening of the Library, patron usage has in general returned to pre-COVID levels. Book circulation is back to normal levels, with only an expected drop in digital checkout usage. Hopefully this reflects a desire by the public to return to visiting the Library in person. Curbside pickup is still available for those patrons who request it.

- WLS Service Level Agreement (SLA)

The Director has met with our WLS Board representative and determined that we do not require any changes to our agreement at this time.

- Digital Backup Improvements

New digital backup protocols have been established for the Library's financial records as well as legal documents and policy statements. In the near future many of these documents will also become permanently accessible through a newly designed website.

- Harckham Grant

The Library has spent the last of its \$13,000 grant received through the assistance of NYS Senator Pete Harckham. All of the funds from this grant were used for COVID safety compliance. A thank-you letter was sent to Senator Harckham.

- Galef Grant

A grant in the amount of \$15,000 received through the assistance of Representative Sandy Galef has been approved. It will be used to buy new furniture for the Children's area which will create quiet reading/study areas.

- Front Patio Improvements

Planning is ongoing for improvements to the front lawn patio. Several donors have expressed interest in the project, and the final decision on funding is still to be worked out.

- New Ramp

The final \$4,000 left from a 2018 construction grant has been used to install an access ramp to the front sidewalk.

- Maintenance Position

Doug Gordon will be returning to his previous part-time maintenance position.

- Affirmation of Safety Plan

The HERO Act has recently designated COVID-19 as an "*airborne* infectious disease". The Library is required have a safety plan that addresses this issue. Upon reviewing our existing Pandemic Policy, approved in June 2020, it was agreed that our plan complies with this requirement and the Trustees voted unanimously to reaffirm its adoption.

## **COMMITTEE REPORTS:**

- Finance Committee:

The Budget Report was presented and reviewed. It reflects a loss in income, but this is because the Library is still waiting to receive the first half of its tax money from the School District which will be approximately \$450,000. There are no other unusual expenditures or changes in income.

The monthly Check Registers for June, July and August 2021 were reviewed by the Board, voted on, and approved.

Barry Feinberg, Finance Committee Chairman, expressed appreciation to our Treasurer for his work in identifying new investment funds for the Library. We are planning to reinvest some of our money, moving toward organizations that are environmentally and/or socially responsible

and have proper governance. A new portfolio proposal will be presented to the Board after a Finance Committee meeting to be held later this month.

- Buildings and Grounds

The Committee has met with one firm to discuss a possible redesign plan for the Library and will be meeting with another soon.

- Art Committee

We are pleased to return to displaying artists' works in the Ottinger Room. A new exhibit of quilts by Barbara E. Glab has been installed and will remain until the end of October.

- Croton Reads

The committee has made a selection for the next Croton Reads to be held in Spring 2022. The author is not asking for a fee but may require only travel expenses. The committee welcomes any ideas for activities that might supplement or enhance the book's presentation.

- Long Range Planning

The committee will be meeting soon to review and update last year's Plan, incorporating ideas from our latest Blue Sky meeting.

- Safety Committee

Our Pandemic Policy Statement provided support for the Director who recently encountered a patron who resisted mask wearing in the Library. A letter received from the patron and sent to the director and the safety committee was reviewed and acknowledged, but the decision was made to keep the masking policy as it stands. A letter sent by another community member thanking the Library for its in-library mask requirement was also read aloud by the Director to the board.

With the Federal government's recent announcement of new mandatory vaccination and/or COVID testing policies for workplaces, he may have to introduce additional employee requirements. He is continuing to evaluate the situation.

- By-Laws Committee

The new By-Laws are being reviewed by our pro bono law firm. We will then make any required changes and return them to the firm for final review. We hope to present them at the next meeting of the Board.

- Fundraising Committee

Mayla Hsu has agreed to chair the Annual Fundraising Appeal. She will be greatly helped by a new spreadsheet created by Laura Jaeger that compiles previous donors and donation history from the past many years into one document. We will use this spreadsheet as part of a new

system for reporting check deposits; it will have backup to the cloud and will enable quicker tracking of our fundraising progress.

For this year's appeal, we have a new artist providing artwork for the appeal documents.

Other fundraising plans for the year include one or two Book and Bake sales, and possibly an Etsy Sale and another auction. The exact events and dates are still to be determined.

- Publicity Committee

The Publicity Committee will be meeting to work on upgrades to the Library's website.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

The Library is considering whether or not to close on Juneteenth which has been designated as a Federal Holiday. No decision has been made.

### **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 9:11 pm

Respectfully submitted by Lynn Kauderer