

Croton Free Library
Board Meeting Minutes
November 8, 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 7:32 pm.

APPROVAL OF OCTOBER 2021 MINUTES

October 2021 minutes were voted on and approved.

DIRECTOR'S REPORT:

- Patron Services

Statistics for the month of October were presented. Comparisons to 2020 continue to reflect larger than normal increases due to the effects of the pandemic in October 2020, when admission to the Library was by appointment only. Most encouraging is the increase in program attendance at all age levels.

- NYS Bill A01228A/S01150-A

NY State has passed a new bill effective November 19, 2021, requiring all documents relevant to the Board's open meetings be made available to the public upon request or on a website at least 24 hours before the board meeting. For now, the Director will be collecting these documents and placing them in a file for availability upon request as required. As soon as the new website is up and running, these files will be added to the website and will be maintained there in the future.

- Village Event – Lorraine Hansberry

The Director has been approached by a representative from the Village's Arts & Humanities Advisory Council asking to provide the Ottinger Room as a venue for a planned tribute to Lorraine Hansberry in February. The Director will continue to discuss scheduling possibilities with them.

- New Hire - Reference and Circulation Manager

The Director is pleased to announce that, upon approval by the Board, he has selected local resident Megan Fenton to assume the job of Reference and Circulation Manager. Her resume was shared with the Board.

- Room Use Policy Review

The Director is reviewing our room use policy in light of several unusual requests to use the Ottinger room space. Currently, room use at the Library is reserved for non-profit organizations who can supply a certificate of liability insurance, and all programs must be free and open to the public. Our policy states “no group, however shall have the right to use the rooms, and any such use is at the sole discretion of the Library Board.” The Director is considering adding the Library Director as another party who will also have the ability to make the decision on room use.

COMMITTEE REPORTS:

- Finance Committee:

The Budget Report was presented and reviewed. We continue to operate under budget.

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

We have received the first draft of our annual Audit Report from our accountant, and it will be finalized and made available to the board for approval next month along with the annual Tax Return.

Based on the resolution approved at last month’s Board meeting, the first of three transfers of funds from our current equity investments into ESG (Environmental, Social, and Governance) funds has been completed. The money was placed with two Vanguard ESG funds; investing in both international and domestic companies.

- Buildings and Grounds

Westchester libraries were surveyed about design firms they've used and recommend. Based on survey results and committee feedback, Adora spoke to Elisabeth Martin, a principal of one of the recommended firms, MDA Design Group. The Director will follow up by reaching out to former MDA clients to discuss their experiences with MDA. The Director will also reach out to one additional design group that has worked with libraries near Westchester.

- Art Committee

Judy Scheck has completed installing her work which will be on display for the next two months. An opening reception will be held Saturday, November 20 from 2:00-4:00.

- Croton Reads

The committee has made a selection for the next Croton Reads to be held in Spring 2022 and is currently pursuing several exciting possibilities for supplementing its presentation and discussion. The committee will be meeting with the Publicity Committee to plan the formal announcement of the program.

- Long Range Planning

The Committee has updated the Library's Long Range Plan and a draft is being mailed to all Board members this week. It includes an updated and streamlined Mission Statement. It is requested that all members review the plan, with a focus on identifying anything that might have been left out. It will then be finalized and presented for Board approval at the December meeting and will be filed with NY State in January as required by law.

- Safety Committee

The Director is regularly reviewing limits on the number of adults and children allowed into the building for indoor events. This will be an issue during the upcoming Book & Bake sale, and will have to be carefully monitored throughout the event. Depending upon where people congregate, numbers may have to be restricted in order to maintain safe social distancing.

The Director has set a new vaccination policy which will be announced this week. In order to protect all who work in the Library, as well as the public, all staff will have to show proof of vaccination for COVID-19 by January 1, 2022. Medical and religious exemptions will be considered. The Director is confident that any staffing shortages resulting from this new policy can be efficiently handled.

The new vaccine mandate policy was voted on and approved by the Board.

- By-Laws Committee

The proposed new By-Laws have been distributed to the Board and are ready for final approval.

- Fundraising Committee

Everything is ready for our next fundraising event: the Fall Book & Bake Sale scheduled for Saturday and Sunday, November 13 and 14, from 10:00 am to 3:00 pm. Masks will be required at all times. All Board members are encouraged to pick up lawn signs and to display them in easily visible locations. It is hoped that members will be available to help, especially with checking out and replenishing tables during the sale. Please check the Signup Genius to volunteer.

- Publicity Committee

Current activity has been focused on publicity for the Book & Bake sale. Fliers have been distributed to local businesses, a letter has been published in the Gazette, the event is listed on the Library's website, and announcements will be made at the High School with an emphasis on encouraging students to help out as part of their community volunteer requirement.

OLD BUSINESS

- Approval of By-Laws

The new By-Laws were voted on and approved.

- Distribution of Conflict of Interest/Whistleblower Policy

It is the responsibility of each Board member to make sure they sign the new Conflict of Interest and Whistleblower policies. Copies of each will be available at the Book & Bake sale for your signature. If this does not work out, please stop by at another time or ask the Director to email you copies to print, sign and return in person or by mail.

NEW BUSINESS

- Approval of new hire

The Board voted on, and approved, the appointment of Megan Fenton to the newly created part-time position of Reference and Circulation Manager.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:14 pm

Respectfully submitted by Lynn Kauderer
Secretary