

Croton Free Library
Board Meeting Minutes
December 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)

Library Director: Jesse Bourdon

ABSENT: Sid Franks, Treasurer

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.

APPROVAL OF NOVEMBER 2021 MINUTES

November 2021 minutes were voted on and approved.

DIRECTOR'S REPORT:

- Patron Services

Statistics for the month of November were presented. Comparisons to last year continue to reflect larger than normal increases due to the effects of the pandemic. The drop in program attendance for the month reflects the reduced number of events offered, not the number of attendees per program. The problem in offering events last month is largely due to colder weather and performer availability. We would like to have more permanent options for outdoor programming in the future.

- Vaccination Policy

All staff were given the vaccination policy, physically and digitally, on November 10, 2021. A majority of the staff have already signed their forms and provided proof of vaccination. Based on initial responses, the director foresees the possibility of needing to hire two new part-time support staff, one for reference and one for circulation, and a new maintenance person. The positions have been advertised and interviews are underway. Staff have until January 1, 2022 to produce vaccination proof or they will no longer be scheduled to work.

- eBook Purchase Policy

eBooks have experienced a large increase in usage and demand and local library Directors, in conjunction with the WLS, have been working to create policies that will reflect a fairer way of dealing with eBook purchasing and sharing. It is anticipated that in the future our spending in this area will increase, and the Director is planning to add it as a new line item in our annual budget.

- New email addresses

We are planning to migrate staff work emails from WLS.org to crotonfreelibrary.org, but no date has yet been set. This is part of an overall project to restructure services provided by WLS to local libraries. It should reduce confusion, give the Library more control over email communication, and will not result in any significant cost to the Library.

- New Website

After exploring several options, the Director has selected a new company, LibraryMarket, which will help design, install and support a new website for the Library. The initial cost will be \$25,000 and the funds will be taken from our PPP grant. In the future, the expense will be listed as a new line item in the budget and will amount to \$2,700 per year.

A motion was made and seconded “To approve LibraryMarket as the Croton Free Library website designer.” The motions was passed unanimously.

COMMITTEE REPORTS:

- Finance Committee:

The Budget Report was presented and reviewed by the Director in the absence of the Treasurer.

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

We have applied for and received an extension of the deadline for completing our annual Audit Report from November to February. It should be available for approval at the next meeting in January.

The Committee Chair is exploring new ways to present the Monthly Budget Report which will allow Trustees to more easily understand the budget numbers presented.

- Buildings and Grounds

The Committee has been in contact with one more firm to be considered for a possible library redesign: Butler Rowland Mays Architects. An initial interview will be conducted this week.

The Director has followed up and received some feedback from local libraries that have worked with the MDA Design Group.

- Art Committee

The opening reception for Judy Scheck on Saturday, November 20 was well attended. Her work remains for one more month. She was able to sell two of her works which will result in some funds accruing to the library.

- 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 main event will be held on March 27 at 2:00 pm and a supplementary event will be held on March 19 at 7:30. These will be hybrid events, with options for both online and in-person participation. In addition, an online event will be announced which will involve community contributions. Publicity for all three events will begin in January.

- Long-Range Planning

The Committee has updated the Library's Strategic and Long-Range Planning Report and Mission Statement and a draft was mailed to all Board members this week. The LRP lists four major goals for the Library and identifies objectives and specific action steps to be undertaken for each goal. It is anticipated that, while the goals may remain stable, the specific action steps will be reviewed and updated annually, as required.

Another upcoming task for the LRP committee will be to review and upgrade our many Policy Statements which we plan to address one at a time.

- Safety Committee

The Library continues to follow NY State and CDC recommendations and regulations in regards to masking and vaccination requirements.

- Fundraising Committee

The Fall Book & Bake Sale held on November 13 and 14 was quite successful, ran smoothly and raised approximately \$8500 with \$900 coming from the sale of baked goods. Documents relating to the planning and execution of the event have been created and saved on the cloud for use by future organizers. The President expressed her thanks to Laura and all the volunteers who made the event possible.

There will be no online auction this year, but another Book & Bake Sale is planned for the spring. The possibility of one last blast of publicity asking for contributions to the Annual Appeal was proposed.

- Publicity Committee

The Publicity Committee is currently consulting with the Croton Reads committee to plan publicity for their upcoming event. They are also very excited about working with the Library's new LibraryMarket website.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The Croton Free Library 2021-2022 Strategic and Long-Range Planning Report was presented to the Board, voted on and approved.

The possibility of designating funds to be used for thank you gifts and acknowledgements for outstanding contributions to the Library was discussed, but no final decision was made.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:31 pm

Respectfully submitted by Lynn Kauderer
Secretary