

**Croton Free Library**  
Board Meeting Minutes  
January 10, 2022

**PRESENT**

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

Library Director: Jesse Bourdon

**ABSENT:** Adora Lam (26), Mayla Hsu (26),

**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 DECEMBER 2021 MINUTES**

December 2021 minutes were voted on and approved.

**DIRECTOR'S REPORT:**

- Patron Services

Statistics for the month of December 2021 were presented but are incomplete, awaiting the receipt of data from WLS. Complete statistics will be distributed as soon as they become available. The recent rise in the Omicron variant of COVID affected some program attendance and it is anticipated that this will continue to be an issue in January. The Book & Bake Sale and the very successful outdoor Winter Fest were the highlights of the month in terms of attendance.

- New Maintenance Worker

As of December 27, 2021 Fernando Bernal officially became the new Library Maintenance Worker. A motion to approve his hiring was made, voted on, and approved.

- New Website

Paperwork has been signed and submitted to complete a contract with LibraryMarket to install and assist in maintaining a new website for the Library. A Zoom meeting with one of their project managers will be held soon.

- Wireless Upgrade

The Library's public wireless network has been significantly upgraded from 25Mbps to 400Mbps through the services of the WLS. This is part of a new package of services from WLS which we have subscribed to and will not result in any significant increase over our costs for such services in the past. In addition, we will be purchasing some of the hardware over time as part of our payment and this will reduce the cost once payment is complete.

- Repairs to Garden Wall

The garden wall along the walkway in the front of the building has been repaired and received a new coat of stucco. Cracks have been filled in and out-of-service recessed lights have been removed.

- Staff Changes Due to New Vaccination Policy

Four staff members were not put on the schedule for 2022 as they were not in compliance with our Vaccination Policy. Should this condition change, these people could return. They have not been fired.

- New Library Hours

Once again it has been necessary to limit the Library's open hours due to the pandemic. Several public-facing employees have called in sick leading to a struggle to find coverage, and this is expected to continue for several more weeks. We will reevaluate this situation regularly. In addition, we have reduced seating within the Library, especially near the computers.

- New Hire Interviews

We are currently looking for a new Reference Librarian and Circulation clerk. Applications have been received and we are scheduling interviews with three applicants for Reference Librarian and four for Circulation clerk.

## **COMMITTEE REPORTS:**

- Finance Committee:

The Budget Report was presented and reviewed by the Treasurer with the help of a new summary format. We continue to be operating within expected budget projections.

The monthly Check Register for December 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. The report and our annual tax return are still in the hands of our accountant. We expect to receive both in the near future.

The asset reallocation process has been completed. The last of three transfers of funds from our current equity investments into ESG (Environmental, Social, and Governance) funds has been completed.

The next presentation by The Trustee Handbook Book Club, on January 18 from 5:00-6:30, deals with Finance and all are encouraged to attend.

- Art Committee

A new artist, Ellen Elchlepp, has been installed in the Ottinger Room. Her works present engaging portraits of women artists. The artist has postponed scheduling a date for a reception.

- Croton Reads

The committee is completing its planning for the event to be held on March 19 and 27. The estimated cost of the event is \$2500. A motion to approve this expenditure was made, voted on and approved.

All board members are encouraged to submit questions to be presented to the author during the interview and additionally to submit “How we met” stories, some of which will be read at the event.

- Long-Range Planning

Next task for the LRP committee will be to review and upgrade our many Policy Statements which we plan to address one at a time. A meeting is scheduled for next week. Once completed, each policy will be posted on our website.

- Safety Committee

The Library continues to follow NY State and CDC recommendations and regulations in regards to masking and vaccination requirements. New library hours have been instituted to safeguard both staff and public.

- Fundraising Committee

The amount raised so far (by the December 2021) Annual Appeal was \$15,472, a bit less than at this point in the process than in previous years. It is difficult to know the reasons for this drop, but we did identify a reduction in the number of donors, and there are some questions as to whether all the mailings actually made it to their intended destinations. The official appeal end-date is Jan 31, 2022.

The next fundraising event will be the Spring Book & Bake sale. Our intended weekend for the sale is May 21st and 22nd, with a full day of set-up Friday May 20th.

- Publicity Committee

The Publicity Committee will be working with the Croton Reads committee to plan publicity for their upcoming event. In addition, discussion was held on the best way to publicly announce our monthly board meetings as required by the state.

- Buildings and Grounds

Some members of the Committee met online with the design firm of Butler Rowland Mays Architects. As a result of this discussion and the resulting report received from them, the board agreed to look into hiring BRM for an initial workshop to determine the needs of the Library before choosing a firm for the entire project.

## **OLD BUSINESS**

- Observed Holidays

After discussion, it was decided that the library should close in commemoration of the Juneteenth Federal holiday. This year that would mean closure on Sunday, June 19. However, Library will remain open on the New York State holiday known as Columbus Day and also identified as Indigenous People's Day.

## **NEW BUSINESS**

- Board Meeting Calendar 2022

After discussion, the following revised meeting schedule was agreed upon:

Monday, January 10 at 7:30pm

Monday, February 14 at 7:30pm

Monday, March 14 at 7:30pm

Monday, April 4 at 7:30pm

Monday, May 9 at 7:30pm

Monday, June 13 at 7:30pm

Monday, September 12 at 7:30pm

Monday, October 17 at 7:30pm

Monday, November 14 at 7:30pm

December 12 at 7:30pm

## **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 9:07 pm

Respectfully submitted by Lynn Kauderer  
Secretary