

Croton Free Library
Board Meeting Minutes
February 14, 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), Adora Lam (26), Mayla Hsu (26)

Library Director: Jesse Bourdon

Treasurer: Sid Franks

ABSENT: Margaret Mahoney (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

January 2022 minutes were voted on and approved.

DIRECTOR'S REPORT:

- Patron Services

Statistics for the month of January 2022 were presented. Due to the recent rise in the Omicron variant of COVID, Library open hours were shortened to 1:00 pm to 5:00 pm daily, and some programs previously held via Zoom were cancelled by the presenters. This explains the decrease in visitors and program attendance since last month. We anticipate an increase in these statistics as COVID declines and new programs are introduced.

- Spice of the Month

A new Spice of the Month program was introduced in January, with informative packets available for pickup.

- Seed Exchange

Special thanks to the Lions Club of Croton which donated funds to provide some of the seeds for our Seed Exchange program which is now up and running.

- New Croton-Harmon Union Free School District Superintendent

The Director has finally had a chance to meet with the new CHUFSD Superintendent, Steve Walker, and is looking forward to continuing our partnership with the school district.

- Karen Zevin reelected to the Westchester Library System board

Ms. Zevin, former Croton Library Association President, has been reelected to the WLS board for a second term. Karen has been a very active member of the board and engages with the directors in her district to the benefit of both WLS and the member libraries, including Hendrick Hudson, Yorktown, and Croton.

- Safety Enhancement Grant

We are in receipt of a grant from New York State in the amount of \$25,000 to be used for safety enhancement at the Library. We are in the process of seeking estimates from selected vendors which we intend to use for upgrades to our fire alarm and surveillance systems as well as improved lighting in the parking lot area.

TREASURER'S REPORT:

The Monthly Budget Report for January was presented and reviewed by the Treasurer. We continue to be operating within expected budget projections. Some categories which appear to be over budget, such as medical insurance and payments to WLS, are as a result of the necessity to make single large payments, but this will be compensated over time as future months will reflect no payment. We did slightly underestimate our maintenance costs for the year but are confident that this can be balanced by other areas of the budget where we overestimated.

The monthly Check Register for January 2022 was presented. Two large expenditures were highlighted: \$12,000 for the new website, which was drawn from our capital account at Chase, and \$27,000 for our autocirculation system provided by WLS which we are now purchasing using a different payment structure. Both items were anticipated and budgeted for. The Check Register was voted on, and approved.

We have applied for and received an extension of the deadline for completing our annual tax return. The tax return and our audit report are still in the hands of our accountant. We expect to receive both in the near future.

We are sad to report that Sid Franks will be leaving his position as Library Treasurer at the end of this fiscal year. He has agreed, however, to continue to be a member of the Finance Committee and our current Chairman, Barry Feinberg, has agreed to assume the role of Treasurer after formal approval by the Board at the Annual Meeting in the spring.

COMMITTEE REPORTS:

- Finance Committee:

Barry has introduced a plan to have the Finance Committee meet before each monthly Board meeting order to review the Monthly Budget and Check Register and then to recommend to the

Board that these documents be approved, or to highlight any issues that the Board may need to discuss. He anticipates that this will result in time saved at Board meetings.

It was brought to the Board's attention that, in order for an individual to make trades or take other actions in our investment accounts at Vanguard, it is required by law that the individual be named in a Resolution of the Board.

A Resolution to approve Leslie Ellis, Barry Feinberg, and Sid Franks as signatories to our account at Vanguard was made, seconded, and approved unanimously.

- Buildings and Grounds

The Committee is recommending that we contract with the firm of Butler Rowland Mays Architects to perform a site visit, prepare initial suggestions for a possible redesign, and to present these ideas to the Board in a Zoom meeting. The Board voted to approve this recommendation.

- Art Committee

Our current artist, Ellen Elchlepp, will continue to show her work in the Ottinger Room until the end of the month. A reception for our next artist, Christine Knowlton will be held on Sunday, February 27 from 2:00-4:00. All are encouraged to attend.

- Croton Reads

The committee has completed its planning for the event to be held on March 19 and 27, and the book, Major Pettigrew's Last Stand by Helen Simonson, has been announced on the Website. Final decision on whether it will be possible to hold this program live will be made at a later date. More publicity will follow. 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. The committee met and decided to address the Collection Development Policy first. A first draft was presented and we anticipate that a final draft of the policy will be available for the Board to approve at the next meeting.

- 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 next fundraising event will be the Spring Book & Bake sale scheduled for May 21st and 22nd, with a full day of set-up Friday May 20th. We are grateful to former members of the now defunct Library Association who have agreed to help us with this event.

- Publicity Committee

The Publicity Committee is working with the Croton Reads committee on publicity for their upcoming event.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- New Employees

The Library has hired two new employees. Lisa Flynn has accepted the position of part time Circulation Clerk and will be starting on weekends, and Gillian Rothschild, who has previously run programs for us including the Battle of the Books, will be acting as a part time reference librarian.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:11 pm

Respectfully submitted by Lynn Kauderer
Secretary