

**Croton Free Library**  
Board Meeting Minutes  
April 4, 2022

**PRESENT:**

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

Library Director: Jesse Bourdon

Treasurer: Sid Franks

**ABSENT:** Mary McFerran (26)

**CALL TO ORDER**

The meeting was held online via Zoom due to the COVID-19 pandemic and was called to order at 7:34 pm.

**APPROVAL OF MARCH 2021 MINUTES**

March 2022 minutes were voted on and approved.

**DIRECTOR'S REPORT**

- Patron Services

Statistics for the month of March 2022 were presented. WLS is now reporting its statistics in real time, which is very helpful. Our checkouts for the month, at 9,338 represents a record high. Our normal checkout figure is around 8,000. Another statistic to be proud of is the total number of library cards issued which now stands at around 6,000, or approximately 75% of Croton residents.

- Annual Report

The Annual Report, which is required by New York State, has been completed and was shared with the Board. It presents a broad range of statistics on the Library's operations for fiscal year 2021. It was decided that Board members should have some time to review the document before voting on final approval. The vote will be taken at the annual meeting in April. If anyone has concerns, it was requested that these be shared with all members via email.

A summary of the basic information and statistics from the Annual Report will be provided to the public, as mandated, in the May edition of the Library's ShelfLife newsletter.

- New Employees

The Library has hired two new employees: Sumbul Faridi will be a substitute clerk available to fill in when a regular employee cannot make it, and Nikki Rank will cover the desk duties of the Head of Children's Services, Lauren Dorien, during her upcoming maternity leave. Motion to approve these two new hires was passed.

### **TREASURER'S REPORT:**

The monthly Check Register for March 2022 was reviewed, voted on, and approved.

The completed 2020-2021 Audit Report was reviewed, voted on, and approved.

### **COMMITTEE REPORTS:**

- Finance Committee:

The new proposed Budget for 2021-2022 was presented and reviewed in detail by the Director. This represents a second review after examination by the Finance Committee at their last meeting. The Budget was voted on and approved unanimously.

The Board would like to express their gratitude to the Director, Jessie Bourdon, for his exceptional service and leadership of the Library during the last year.

We are continuing to work with the bank to establish a new account for holding monies received through any of our fundraising events, in order to keep them separate from our annual operating Budget.

- Buildings and Grounds

The Director has set April 11, as the date for him to meet at the Library with Paul Mays from the firm of Butler Rowland Mays Architects. They will tour the Library and then Mr. Mays will present a report detailing his firm's suggestions on how the building could be modified to better serve the needs of our patrons and the community. The date for Mr. Mays' meeting with the Board will be determined shortly.

- Croton Reads

This Croton Reads events, held on March 19 and 27, were a resounding success. Special recognition goes to Jane Beller for her excellent leadership. She would also like to express her thanks to all the committee members who worked to make this the success that it was. Ideas for next year are already percolating!

- Long-Range Planning

The Long-Range Planning committee presented their final draft of a new Collection Development Policy for the Library, including an updated form required to be completed by anyone who is unhappy with our collection choices. This document will be available on our new website and will include a link to the American Library Association's Bill of Rights. Motion to adopt the new policy was voted on and approved.

- Safety Committee

NY State has lifted its mandatory masking requirement for public libraries. Our “Masked Mondays” program has been initiated successfully and there have been no reported problems.

- Fundraising Committee

Plans for the Spring Book & Bake sale scheduled for May 21st and 22<sup>nd</sup> are being finalized. Board members are requested to send their preferences for volunteer hours directly to Laura, who will assign duties after scheduling non-board member volunteers

- Publicity Committee

The Publicity Committee is continuing to work with the Fundraising Committee for the Book & Bake sale. A new bookmark is being handed out at the Library which includes information on the event.

Plans are starting for the upcoming Summerfest on Sunday, June 5, where the Library will have a booth. Board members are encouraged to provide at least an hour of their time.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

- Confirmation of new Trustee recommendations

Our Bylaws require that the Board shall elect new Board members at the Board Meeting prior to the annual meeting, at which the newly elected trustees shall be presented. Two of our Board members, Marianne Merola and Jane Beller, are not new, but their terms expire in 2022. Motion to approve the re-election of each candidate for another 5-year term was made, voted on, and approved unanimously.

## **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 9:26 pm

Respectfully submitted by Lynn Kauderer  
Secretary