

Croton Free Library
Board Meeting Minutes - DRAFT
May 9, 2022

PRESENT:

Trustees: Leslie Ellis (24), Lynn Kauderer (23), Susan Ranis (24), Barry Feinberg (23), Jane Beller (27), Marianne Merola (27), 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 APRIL 2022 MINUTES

April 2022 minutes were voted on and approved.

DIRECTOR'S REPORT

- Patron Services

Statistics for the month of March 2022 were presented. WLS has identified some irregularities with their reporting software which they are in the process of correcting. As of now the Director has not identified any statistics that appear outside of expected ranges.

- Whistleblower/Conflict of Interest Policy

All Trustees are reminded of their responsibility to sign the Whistleblower and Conflict of Interest forms of annual affirmation. Forms will be available soon during the Book & Bake sale, on line, or at the Director's office.

- WLS April 2022 Ransomware Attack

The WLS had issued the following statement: "The WLS network was the target of a Ransomware attack last week. The security measures in place were able to prevent the brunt of the attack. **No patron data was compromised as a result of this attack.**"

- Legal Assistance

The Director has determined that the Library should have a relationship with a lawyer in addition to the ones we have used in the past that have been obtained through the ProBono Partnership which is an excellent resource, but can take a very long time. Municipal Libraries are able to consult with their municipality for assistance but this is not an option for us, as a non-profit Association Library. Several resources were suggested and we will be investigating further.

- New Website

The new website is nearing completion and is on track to go live by our initial goal: May 31. Our weekly meetings are ending and training for those who will have hands-on responsibilities will begin May 12.

- New Circulation Clerk Needed

Matthew Mendelson, Circulation Clerk for the past one and half years, has received his MLS and has accepted a full-time position with a university in Florida. We are currently accepting resumes for a new circulation clerk.

TREASURER'S REPORT:

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

The Treasurer explained a new format he created for presenting the Monthly Budget Report in summary form. Since the Finance Committee is now tasked with reviewing and approving the MBR and the monthly Check Register in advance of each meeting of the Board, this new format should be sufficient for final review.

COMMITTEE REPORTS:

- Finance Committee:

The committee reviewed and approved the monthly Check Register for April 2022.

The committee reviewed the MBR. To date we have not received the second half of the \$4622 grant we receive annually from the Town of Cortlandt, but it is anticipated that it will arrive before the end of the fiscal year. Even if the funds do not arrive by then, we project that our total income will be approximately \$961,000 which is above our budgeted income of \$925,000. Our actual expenses are projected to be approximately \$793,000 which is above our budgeted expenses of \$787,000. All of this reflects a healthy financial position for the Library and excellent leadership from the Director and Treasurer.

The committee also reviewed the Cash Flow, Balance Sheet, and Profit and Loss Reports. We are grateful to Sid Franks, who is leaving his position as Treasurer, for training and advising us in our new responsibilities.

- Buildings and Grounds

On May 4 the Board met via Zoom with Paul Mays from the firm of Butler Rowland Mays Architects. He presented his initial 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 presentation was well received. It was determined that the Director should also reach out to Lothrop Associates, a firm who had earlier presented us with a description of possible redesigning services, to see if they could provide us with a similar report containing their ideas.

- Croton Reads

The Committee is looking forward to next year's Croton Reads and has already begun reviewing possible books.

- Long-Range Planning

The Long-Range Planning committee is working to create procedures for the review and revision of our many policies. We are also making plans for the Blue Sky Meeting.

- Safety Committee

Our "Masked Mondays" program has been successful and received compliments from the public. We will not be changing any of our policies as of now, but are constantly monitoring the pandemic situation.

- Fundraising Committee

We are in the final stages of planning for the Spring Book & Bake sale on May 21st and 22nd. Volunteer slots are still open for the Friday morning setup (11:00–2:00), baked goods, and Sunday cleanup as well as help at the check-out desk on Saturday from 10:00-1:30. Pizzeria Baci will be providing food on the lawn as before, cash only.

- Publicity Committee

The Publicity Committee is continuing to work with the Fundraising Committee for the Book & Bake sale and planning is underway for the upcoming Summerfest. In the future we may decide to reexamine the Committee's responsibilities as they often overlap with publicity more appropriately generated by Library staff.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- Blue Sky Meeting 2022

It was decided that the Blue Sky Meeting will be held on June 21 from 6:30-8:30. More information to follow.

- Committee Assignments 2022

Committee assignments for 2022-2023 were set up as follows: (* indicates Chairperson)

Finance

- Barry*
- Sid
- Lynn
- Susan
- Leslie
- Jesse

Buildings and Grounds

- Adora*
- Marianne
- Margaret
- Barry
- Jane
- Susan
- Meredith (Hertlein)
- Leslie
- Jesse

Art

- Mary*
- Margaret*
- Lynn
- Adora
- Barry
- Leslie
- Jesse

Croton Reads

- Jane*
- Margaret
- Laura
- Marianne
- Barry
- Leslie
- Jesse

Long Range Planning

- Marianne*
- Lynn
- Laura
- Mayla
- Susan

- Leslie
- Jesse

Safety

- Leslie*
- Marianne
- Jane
- Mayla
- Susan
- Gwen
- Jesse

Fundraising

- Laura*
- Marianne
- Mayla
- Susan
- Leslie
- Jesse

Publicity (TBD)

- Margaret
- Laura
- Leslie
- Jesse

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:15 pm. The Board then resumed meeting in an Executive Session to discuss a Human Resources issue.

Respectfully submitted by Lynn Kauderer
Secretary