

Croton Free Library
Board Meeting Minutes - DRAFT
June 13 2022

PRESENT:

Trustees: Leslie Ellis (24), Lynn Kauderer (23), Susan Ranis (24), Jane Beller (27), Marianne Merola (27), Laura Stelman Jaeger (26), Adora Lam (26), Mayla Hsu (26), Margaret Mahoney (26), Mary McFerran (26)

Library Director: Jesse Bourdon

Former Treasurer: Sid Franks

ABSENT: Barry Feinberg (23), Treasurer

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 MAY 2021 MINUTES

May 2022 minutes were voted on and approved.

DIRECTOR'S REPORT

- Patron Services

Statistics for the month of May 2022 were presented.

WLS is still working to correct issues with their digital reporting procedures which is why statistics for checkouts are not available as of today's meeting. Our own attendance statistics continue to reflect large increases due to the fact that the Library was closed to visitors last year.

One highlight is the large increase in teen event attendance with much of the credit going to Gwen Glazer, our head of Collection Development and User Engagement. Also we anticipate an increase in digital checkouts in the future as we have recently increased our budgeting for digital content and a large order has just been placed

- Building Security Upgrades

The Director will continue work this summer on evaluating and improving the building's security. Using the \$25,000 NY State grant receive with the help of Sandy Galef, we will be improving the fire alarm and camera systems and consulting with local police and other agencies as well as our insurers to establish best practice procedures for various emergency situations.

- New Website is Live

We are pleased that the new Library Website is now live and reviews are generally favorable. The presentation of the Library's event calendar is probably the most improved feature. Work on adding more features and various documents and policies will be an ongoing project for some time to come. The Director also plans to post art work from past exhibits in the Ottinger room if digital copies are available.

- New Seating for the Children's Room

Also using NY State grant funds, we have purchased new furniture for the Children's area including a new couch and furniture for a small computer space.

- High School student project benefits Library

Croton High School senior Olivia Sendlenski has completed a project for the CHOOSE program that seeks to show how technology changes the way libraries operate. Her project included an audit of digital services provided by our Library and we plan to include it and other audio/visual materials she created in the new Website.

- New Employees

The Library has hired Dianna Solano to the position of Circulation Clerk. Motion to approve her was voted on and passed.

TREASURER'S REPORT:

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

Sid Franks presented the new condensed Profit and Loss budget report which had been previously reviewed and approved by the members of the Finance Committee at their June 9, 2022 meeting.

Our current investment portfolio was discussed in light of the recent activity in the stock market. Changes are being considered and the Finance Committee may be making recommendations in the near future.

COMMITTEE REPORTS:

- Finance Committee:

The monthly check register and the complete Profit and Loss budget report, as well as other financial documents, were reviewed and approved for presentation to the complete Board.

- Buildings and Grounds

We are still awaiting a requested written report from the firm of Paul Mays as a follow up to his site visit and meeting with the Board. The Director will be contacting Lothrop Associates to see if they will provide a similar report.

- Arts

Our next exhibit for the months of July and August will have a slightly different format as it will be a guest-curated exhibit of works by thirteen different artists which will be shown in various locations around the area, including our Library. The title of the show is Earth Art Expo 2022. It will open on July 1.

- Croton Reads

We are currently reviewing a novel by a local Croton writer and are considering it as a possible selection for next year.

- Long-Range Planning

The Long-Range Planning committee is looking forward to our upcoming Blue Sky meeting and will continue to work on updating our many policies.

- Fundraising Committee

The Spring Book & Bake sale was another success and raised a total of \$8852.21. Combined with the Fall Book and Bake sale and our Annual Appeal, we raised a total of \$35,329.55. Kudos to Laura and all the volunteers who did a great job and made this all run smoothly.

Please mark your calendars for next year's Fall sale which we are planning to hold on the weekend of November 19 and 20.

- Publicity Committee

Our booth at the Croton Summerfest was a great success and received lots of positive feedback from the public. It was agreed that this is a very important part of our community outreach. Thanks to all the Board Members who participated.

We are continuing to review the role of the Publicity Committee, possibly to merge it with the Fundraising Committee or to transfer some responsibilities to Library staff.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- Blue Sky Meeting

The Blue Sky meeting will be held in person in the Ottinger Room at 6:30 on Tuesday, June 21, 2022.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 8:46 pm. The Board then resumed meeting in an Executive Session to discuss a Human Resources issue.

Respectfully submitted by Lynn Kauderer
Secretary