

Croton Free Library
Board Meeting Minutes
October 17, 2022

PRESENT:

Trustees: Leslie Ellis (24), Lynn Kauderer (23), Susan Ranis (24), Barry Feinberg (23), Jane Beller (27), Mary McFerran (26), Adora Lam (26), Mayla Hsu (26), Margaret Mahoney (26)

Library Director: Jesse Bourdon

ABSENT: Marianne Merola (27), Laura Stelman Jaeger (26),

CALL TO ORDER

The meeting was called to order at 7:38 pm. We are pleased to have met in person for the first time since the pandemic necessitated the switch to meeting by Zoom in March 2020.

APPROVAL OF SEPTEMBER 2022 MINUTES

September 2022 minutes were voted on and approved.

DIRECTOR'S REPORT

- Patron Services

Statistics for the month of September 2022 were presented. and continue to reflect an increase in most areas compared with one year ago when the pandemic was still depressing attendance. One noteworthy statistic is the increase in new library cards issued which has been steadily improving.

- COVID test kits

We have received our last COVID test kits from the WLS and other sources and will not be able to continue offering free tests to the public.

Our recent vaccination clinic conducted with Sav Mor Pharmacy was very successful and we are hoping to conduct another one in November.

- Library Kiosk

The Director met with the Village Manager to discuss the deteriorating condition of the Library's Kiosk located in the Croton Commons shopping center. This Kiosk is owned by the Library which is therefore responsible for its maintenance even though it is also shared with the School

District and the Village. The Director is considering how we might be able to better use this asset and welcomes any new ideas. Maintenance costs are being investigated.

- Cell Tower

The Village Manager also discussed installing a cell tower on the Library roof. We are waiting for more information and note that any such installation would have to be coordinated with our plans for a new roof and the possibility of adding solar panels.

- Halloween Closing Hour

This year Halloween falls on a night when the Library has a 9:00 closing. The Board voted to approve an earlier closing time for that night only so that employees can enjoy the holiday.

TREASURER'S REPORT:

- Check Register Approval

The Monthly Check Register for September was presented and approved by the full Board after previous reviewal by the Finance Committee.

- Monthly Budget Performance Report

The Monthly Budget Report was presented by the Treasurer. He has developed a new Highlight report that enables the Board to quickly see how well the Library's various accounts are doing with respect to the overall budget plan. Areas where we appear to be running over budget were highlighted and in each case explanations were shared with the board. As in the past, we continue to operate very much on budget with our expenditures at 27% after the first quarter.

- Chase Bank Proposal

The Board voted on and approved a plan to move our Operations Account and our old Association Account (to be newly designated as our Fundraising Account) from Wells Fargo Bank to Chase Bank in Croton. In addition, we will be opening a third account at Chase for depositing any excess capital that may come to the Library through grants or gifts etc. We will continue to work with Chase to establish procedures for designating which Board members will have access to these accounts, for reviewing transaction, and for setting up automatic payments where appropriate.

COMMITTEE REPORTS:

- Finance Committee:

The Committee is currently meeting prior to the monthly Board meeting to review financial documents and will be issuing its recommendations to the Board as a part of the Treasurer's report.

- Buildings and Grounds

As a part of our research for a possible renovation or redesign of the Library, the Committee has identified 12 libraries to be contacted by the Director and/or committee members. We are trying to learn about their experiences working with either of the two architectural firms we have been exploring. In addition, committee members have started making site visits to libraries that these firms have worked with and will continue visiting additional libraries and share their observations about those buildings with the group.

- Art Committee

Our current display will continue until the end of the month when we will be welcoming a new artist: Karen Allen.

Our Chair, Mary McFerran, announced that she will be leaving at the end of the fiscal year in 2023. Margaret Mahoney has expressed her interest in taking on the responsibilities of this position and has already been working with Mary towards that end.

In addition, we plan to have an improved Artist Agreement in place for use in the near future.

- Croton Reads

The Committee has already selected the author and book for the next Croton Reads. Satellite events are also in the planning stage. Formal announcement of all these details will be made in January.

- Long-Range Planning

There was no Long Range Planning report this month.

- Safety Committee

There was no Safety Committee report this month.

- Fundraising Committee

The next fundraising event will be the annual fund drive. A letter, to be sent to all households and businesses in the 10520 area code, was reviewed and several edits were suggested and accepted. The letter will be sent on or about November 9.

- Publicity Committee

There was no Publicity Committee report this month.

OLD BUSINESS

- New York Times Access

The Director has decided that the Library should contract with the New York Times to set up free limited online access to the newspaper for our patrons. The Board voted on and approved this expenditure.

NEW BUSINESS

- Fundraising Expenditures

With the creation of our new Fundraising bank account, it was determined that we should make clear to the public all the possible ways in which these funds might be used. With that in mind, the following wording will be added to the donations page on the website:

“Fundraising by the Croton Free Library may be used for, but is not limited to: Programs, special events, staff and volunteer appreciation, and infrastructure beautification, with board approval.”

- Social Media

It was suggested that the Board may want to begin monitoring some of the local community websites for any comments that might be made regarding the Library.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:00 and the Board reconvened in executive session.

Respectfully submitted by Lynn Kauderer
Secretary