

**Croton Free Library**  
Board Meeting Minutes  
November 14, 2022

**PRESENT:**

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

Library Director: Jesse Bourdon

**ABSENT:** Susan Ranis (24)

**CALL TO ORDER**

The meeting was called to order at 7:31 pm.

**APPROVAL OF OCTOBER 2022 MINUTES**

October 2022 minutes were voted on and approved.

**DIRECTOR'S REPORT**

- Patron Services

Statistics for the month of October 2022 were presented. The Director is investigating the cause for a reported 81% decrease in Hoopla checkouts which is most likely due to some change or error in reporting from Hoopla. The 182% increase in new Library cards issued can be attributed to a visit from 5<sup>th</sup> grade students from PVC where students were encouraged to sign up for their own cards. One other interesting statistic noted by the Director is the 30% increase in visitors compared to an 11% drop in reference transactions, indicating that the public is becoming more sophisticated in how to use the library's resources.

- Library Staff Union

On October 20, the staff approved forming a union of all non-supervisory staff through the CSEA Local 1000 by a vote of 12 to 6.

- Meeting with Town Supervisor

The four contract libraries within the Town of Cortlandt met with new Town Supervisor Richard Becker on October 28 to discuss how we serve our communities and why we continue to need their support. Our Library is the smallest of the four, receiving \$16,000 per year from the Town.

We appreciate this support and are happy to cooperate with the other Libraries in their efforts to increase funding.

- PVC Outreach

The Director attended the unveiling of the new PVC library on Wednesday, November 2.

Gwen Glazer, Head of Collection Development and User Engagement, arranged and conducted tours for all PVC 5th graders during closed hours from Oct 31 to November 7. As mentioned above, students were also encouraged to sign up for their own Library cards. Positive feedback was received from both students and teachers.

- Tax Issues

The Library received one of two refund checks from the IRS, a process that our accountant has been working on since the Spring.

We have requested an extension to our Tax Return thus delaying review of this year's audit.

## **TREASURER'S REPORT:**

- Check Register Approval

The Monthly Check Register for October was presented and approved by the full Board following review by the Finance Committee.

- Monthly Budget Performance Report

The Monthly Budget Report was presented by the Treasurer. The President expressed her gratitude and praise for the new Budget Highlights report developed by our Treasurer, Barry Feinberg.

We have received the first of our two annual checks from proceeds from the School District tax levy. As in the past, we continue to operate very much on budget with our expenditures at 35% after four months, or 1/3 of the fiscal year.

- New Procedure for Fixed Monthly Payments

The Director requests that certain fixed monthly payments be paid by use of online banking rather than written paper checks. This will save time and will still enable review by those authorized to approve payments from our operating account. The Board voted on and approved online banking payments (but not auto-payment) for the following vendors:

- AFLAC
- Cablevision Lightpath
- De Lage Lender Financial Services
- Facci Consulting
- Office Tasks
- Sun and Life Health Insurance
- TIAA-CREF
- UHS Premium Billing (United Healthcare)

- New Account at Chase Bank

Work on opening a new Operations Account at Chase Bank continues. The Bank requires that the Library designate two categories of users: Authorized Representatives and a System Administrator. The following resolution was voted on and unanimously approved by the Board, with the aim of keeping our current procedures for payment review and approval in place.

“RESOLVED: that the Director is authorized to take all necessary actions to open up to three accounts for the Croton Free Library at Chase Bank Croton; and that the following members of the Croton Free Library Board of Trustees be designated as Authorized Representatives for our accounts at Chase Bank Croton: Leslie Ellis, President; Marianne Merola, Vice President; Barry Feinberg, Treasurer. We further approve the designation of Jesse Bourdon, Library Director, as the System Administrator for these accounts.”

### **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, committee members have started making site visits to libraries. The Chair wishes to express her appreciation for the report submitted by Margaret Mahoney and Susan Ranis. Their report and other relevant documents are available for all to review on the new Building and Grounds Google drive site set up by the Director. In addition, the Director has begun the process of contacting other directors to learn about their experiences working with either of the two architectural firms we have been exploring. The committee will be meeting next in early December.

- Art Committee

Our current display by artist Karen Allen will continue until the end of December. The opening reception was very well attended and it was a pleasure to be able to serve refreshments again.

- Croton Reads

The Committee is pleased to report that much progress has been made in planning for the next Croton Reads. Official announcement of the book selection will be made in January. Stay tuned!

- Long-Range Planning

There was no Committee report this month.

- Safety Committee

There was no Committee report this month.

- Fundraising Committee

The Book & Bake sale will be held this Saturday, November 19 and Sunday, November 20. Fliers have been posted around town and an ad has been placed in the Gazette. Please put out lawn signs. We are in need of more volunteers, so please check the Signup Genius and encourage others to do the same. We especially would appreciate contributions of baked goods.

The Annual Appeal letter has been printed and delivered to post offices, although there appears to be a delay in getting some of them out. Some have been received, and we will be watching the situation and hopefully the rest will be delivered in the next few days.

- Publicity Committee

There was no Committee report this month.

## **OLD BUSINESS**

- Employee Handbook

We are hoping to complete an updated Employee Handbook in the near future.

## **NEW BUSINESS**

- Staff Holiday Party

The Board voted on and approved expenditure of up to \$1,000 to be drawn from our fundraising account and to be used for a staff holiday party to be arranged by staff members.

**PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 8:53 and the Board reconvened in executive session which was adjourned at 9:10.

Respectfully submitted by Lynn Kauderer  
Secretary