

Croton Free Library
Board Meeting Minutes
December 12, 2022

PRESENT:

Trustees: Barry Feinberg (23), Mary McFerran (26), Adora Lam (26), Mayla Hsu (26), Margaret Mahoney (26), Marianne Merola (27), Laura Stelman Jaeger (26), Susan Ranis (24)

Library Director: Jesse Bourdon

ABSENT: Leslie Ellis (24), Lynn Kauderer (23), Jane Beller (27)

CALL TO ORDER

The meeting was called to order at 7:33 pm.

APPROVAL OF NOVEMBER 2022 MINUTES

November 2022 minutes were voted on and approved.

DIRECTOR'S REPORT

- Patron Services

Statistics for the month of November 2022 were presented and continue to reflect an increase in most areas compared with one year ago, with the exception of digital content. The Director stated the correct number of Hoopla checkouts in October was 171. Hoopla had earlier reported an inaccurate number of 39.

- Donation of PPE/Sanitizing Supplies

The library received a generous donation of PPE and sanitizing supplies from Croton dentist, Dr. Robert Gold, with assistance from the Danish Home as well. The donation was comprised of N-95 masks, antimicrobial wipes and surface disinfectant.

- Masked Mondays

Masked Mondays have ended, effective November 21, 2022, in response to reduced utilization and patron feedback. Signage that recommends mask usage remains in place. The Library will continue to monitor interest level and requirements for masks, and will re-evaluate the concept of Masked Mondays in the future as appropriate.

- Polycarbonate Panel modification

The center sneeze guard was removed to address a stability issue. It has been modified to fix the problem and will be reinstalled soon.

- “Six Towns, One Book” Program

The Board wishes to acknowledge Gwen Glazer’s efforts in working with both CURE (Coalition for Understanding Racism Through Education) and Croton’s Lorraine Hansberry Committee on the Westchester county-based program, “Six Towns, One Book.” The Library will host the program’s kick-off event on February 11, 2023. The event will include a discussion with Georgetown professor, Soyica Colbert.

- Grounds Maintenance

The director will investigate options for gas-free leaf blowers, for both environment and sound reasons, with the library’s current landscaping company, Alfredo’s Landscaping and Construction. Currently all staff-handled equipment is electric.

- Celebration of Life event

The board was saddened to learn of the passing of longtime library patron and past board president, Cynthia Plater. Her family organized a life celebration held at the library in December.

- Staff

All staff has been notified of the December staff holiday party.

Norma Goldstein will be retiring at the end of the year. The Board thanks her for her decades of service. Staffing will be adjusted as appropriate.

TREASURER’S REPORT

- Check Register

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

- Monthly Budget Performance Report

The Monthly Budget Report was presented by the Treasurer. Museum pass expenses may rise in the future due to increased patron use.

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

Paul Mays has sent us his written summary report from his April site visit and May presentation to the board. The director has reached out to past clients of Butler, Rowland, Mays (BRM) and Lothrop Associates to learn about their experience working with these firms. He has received substantial feedback from (BRM) clients, but very little from Lothrop clients. He will continue to seek out information from Lothrop libraries. The December committee meeting was postponed due to committee member illness and schedule conflicts. The next meeting will be held either late January or early February 2023.

- Art Committee

The current display by artist Karen Allen will continue until the end of December. The artist for January and February will be Howard Ellis. The opening reception will be held on January 8th.

- Croton Reads

The Board voted on and approved a budget of up to \$2,000 for this year's Croton Reads event. Jane Beller and the author will create promotional materials.

- Long-Range Planning

There was no Committee report this month.

- Safety Committee

Gwen Glazer has requested to step down from the committee. Staff member, Tony Gordon, has requested to join the committee. The committee will evaluate the committee complement at a future time.

- Fundraising Committee

The Book & Bake sale raised almost \$10,000 and the library received very positive feedback from the community. The canvas library bags were well received and contributed to the sale's success. A different clean up procedure was implemented this year and resulted in a significantly shorter and less labor intensive cleanup effort.

The annual appeal letters that were mailed out in November have still not reached some portions of the community. To address this gap, donation information with corresponding donation link was added to the December library newsletter email.

- Publicity Committee

There was no Committee report this month.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

No new business was discussed.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:00pm.

Respectfully submitted by Adora Lam