

**Croton Free Library**  
Board Meeting Minutes - DRAFT  
February 13, 2023

**PRESENT:**

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

Library Director: Jesse Bourdon

Members of the Public: Kim Stucko

**CALL TO ORDER**

The meeting was called to order at 7:30 pm.

**APPROVAL OF JANUARY 2023 MINUTES**

January 2023 minutes were voted on and approved.

**DIRECTOR'S REPORT**

- Patron Services

Statistics for the month of January 2023 were presented, and the Director was pleased to see an increase in every category from 2022. Again, we have not yet received from WLS the data on our Overdrive usage.

- Trustee Education

Trustees are reminded that they are required to receive at least two hours per year of continuing trustee education which can be fulfilled in a variety of ways, but the most convenient is the Trustee Handbook Book Club online presentations for trustees of New York State libraries. These programs will be resuming with new episodes starting at the end of March. It is also possible to watch previously aired programs. The Director has sent an email with links for registering, and will be setting up procedures for recording trustees' participation.

- Tax Levy Payment Received

We have received the second annual tax levy payment from the School District.

- NYS Assembly Grant Received

We have also received Bullet Aid from the NYS Assembly in the amount of \$25,000. This check, plus the tax levy check, will be deposited in our new Operating account at Chase Bank.

- Donation towards Saturday Evening Events

We have recently received an anonymous donation earmarked for creating special events to be held on Saturday evenings. Trustees welcomed this donation and are pleased to receive this kind of feedback from the public. It will be put to good use!

- Donations in honor of Sara Mills-Cohen

In gratitude to Sara Mills-Cohen for her volunteer service in conducting Mah-Jongg lessons at the Library, several of her students have donated money in her name to celebrate her recent birthday.

- Children's Program Issues

Unfortunately, problems have arisen recently with one of the children's programs where parents and children have not been appropriately attentive and courteous to the performer, resulting in the cancellation of the programs. To address this issue, the Library is working on a "campaign" to encourage program attendees to be more mindful of their surroundings.

- Kiosk at Croton Commons

Some basic cosmetic repairs have been completed on the Kiosk. We continue to discuss with the Village and School District new ways in which the Kiosk might be used.

- Interviewing for Part-Time reference Librarian

Interviews will begin this week in the search for a new part-time reference librarian to replace Norma Goldstein who recently retired after decades of service to the Library.

- New Email System

Work has been completed on setting up a new email system for the Library which will allow both employees and Trustees to set up individual email addresses with the "xxxxx@crotonfreelibrary.org" address. The next phase will be to identify the Admin user and to establish guidelines for both the Admin and regular users. Another consideration will be to determine the cost effectiveness of migrating this network with the WLS system versus maintaining it independently.

### **TREASURER'S REPORT:**

- Check Register Approval

The Monthly Check Register for January 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. As in the past, we continue to operate very much on budget with YTD total expenditures very close to YTD Budget amounts. Exceptions include the children's collection, periodicals, museum passes and our payment to WLS which expenses will not be repeated this fiscal year.

- Annual Audit

Work continues on our Annual Audit which should be available for formal approval by the Board at the next monthly meeting.

### **COMMITTEE REPORTS:**

- Finance Committee:

The Committee is currently meeting prior to the monthly Board meeting to review financial documents. Its recommendations and reports are now presented to the Board as a part of the Treasurer's report.

- Buildings and Grounds

The Committee has completed its search for an architectural firm to guide us in the next phase of exploration into how the facility might be restructured to better serve the community. After multiple years of research, including site visits and meetings with representatives from different firms, as well as interviews and feedback received from neighboring libraries, the committee has determined that the firm of Butler, Rowland and Mays is the best fit for our Library. The Board voted and unanimously approved the following motion:

We hereby authorize representatives of the Croton Free Library, specifically the Director and Trustee members, to proceed with the investigation of options for restructuring the Library Building to better serve the community; and with that intended goal, we authorize them to enlist the services of the firm of Butler Roland Mays Architects, LLP. We further authorize and encourage the selection of an individual to be assigned the role of "Clerk of the Works" to act as an intermediary between our representatives and the firm.

- Art Committee

Our current display by local Croton artist Howard Ellis will continue until the end of February.

We have updated our artist application procedures, and an online application form is now available on the website. There has been an excellent response and we are now booked through the end of 2024. While we will not be creating a waiting list, we will consider new applicants next year for the following season.

- Croton Reads

The Committee is pleased to announce that it has selected The Frederick Sisters are Living the Dream, by local author Jeannie Zusy, as this year's Croton Reads book. The program will be held in the Library on Saturday, March 25 at 7 o'clock, including live music and other activities. Promotional materials are already on display in the Library, on the website, and over social media.

- Long-Range Planning

The Committee completed its work on drafting our "2023 Strategic and Long-Range Planning Report", and the report was forwarded to all Trustees. A few minor edits were discussed and the Board voted on, and unanimously approved, the Report which will now be available on the website. Much praise and gratitude to the committee for their hard work in completing this report which also creates a platform for easier updating of the report in future years.

In order to keep better track of "actions" suggested during our monthly meetings, it was proposed that the Director add a bullet for recording these ideas to his monthly meeting agenda. These ideas can later be incorporated into the "Objectives and Action Steps" section of the LRP.

In addition, the Committee completed an updated Library Room Use Policy statement along with revised Room Use Application Form. These new documents will also be available on the website.

- Fundraising Committee

A total of \$18,032.44 was received in donations as a result of our Annual Appeal. Work on our next Book and Bake Sale is underway.

- Safety Committee

There was no Committee report this month.

- Publicity Committee

There was no Committee report this month.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

- New Trustee Search

The Board is beginning the search for new trustees to replace outgoing trustees Mary McFerran and Adora Lam. A new committee was organized to help in conducting interviews and in the selection process. Trustees are encouraged to identify possible candidates and encourage them to apply.

## **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 9:00

Respectfully submitted by Lynn Kauderer  
Secretary