

**Croton Free Library**  
Board Meeting Minutes  
March 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)

Absent: Mary McFerran (26)

Library Director: Jesse Bourdon

**CALL TO ORDER**

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

**APPROVAL OF FEBRUARY 2023 MINUTES**

February 2023 minutes were voted on and approved.

**DIRECTOR'S REPORT**

- Patron Services

Statistics for the month of February 2023 were presented. There was an unusual 62% increase in the number of visitors last month as well as an increase of 134% in children's event attendance. Possible explanations are the further lifting of COVID fears or it may be that our counter, which is placed near the entrances, recorded the same individuals going back and forth. In addition, we added more children's events. In any case, this is not an unwelcome variation, even if it does not necessarily reflect the Library's use. The Director was also pleased to see an increase in every category from 2022.

- Audit, Annual Report and Budget

A final draft of our 2021-2022 Audit and our Annual Report for 2021-2022 have been completed and are being reviewed. We expect to present both reports to the Board at the next meeting for final approval. Also our Budget for 2023-2024 is nearing completion and will also be available for approval at that meeting.

- HVAC Repairs

Repairs to the HVAC system have been completed for the small program room and the Director's office.

- Butler Roland Mays Architects, LLP Notified

The firm has been informed of their selection to be our architects for a proposed reconfiguration of the Library.

- Croton Free Library in the News

We were pleased to see events held at the Library featured in front-page articles in the Gazette for two weeks in a row: a Black History event with NY State Senator Peter Harckham in attendance, and a tribute to Lorraine Hansberry.

- Tax Levy Payment Received

Our second annual tax levy payment has been received from the school district and deposited in our new operations account at Chase Bank. Our account at Wells Fargo will remain open for a while until it is depleted and we are assured that it is no longer necessary.

- New York Presbyterian Partnership

NYP has renewed its partnership with us and doubled its grant for 2023 (from \$500 to \$1000). It will be used for programs which promote wellness.

- Director to Speak to Croton Senior Club

The Director has accepted an invitation to speak to the Croton Seniors at next month's meeting in the Municipal Building.

- New Full-Time Circulation Clerk Position

By combining several part-time positions, the Director has been able to finance a full-time circulation position. A similar position existed in the past but was not implemented for several years due to personnel availability. Interested candidates have been asked to apply.

- New Employees

Two new employees have been added to our staff: Victor Illonardo has accepted a position as Part-Time Circulation Clerk and Kaitlyn Effaldana, MLS, will start as a Part-Time Reference Librarian.

## **TREASURER'S REPORT:**

- Check Register Approval

The Monthly Check Register for February 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 well within our budget with YTD total expenditures at 71% with 67% of the budget year completed and any categories over budget under control.

- 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

There was nothing new report from this committee.

- Art Committee

A new exhibit of works by artist Inez Andrucyk has been hung and will remain for the next two months.

- Croton Reads

The program will be held in the Library on Saturday, March 25 at 7 o'clock. Plans have been completed and the committee will meet one more time before the event to resolve any last-minute issues. We are pleased to report that the program has been completely sold out.

- Fundraising Committee

Work on our next Book and Bake Sale continues.

- Long-Range Planning

The Chair would like to highlight the addition of a new agenda item, "Objectives and Action Steps" in order to keep track of "action ideas" suggested during our monthly meetings which can later be incorporated into our next LRP.

- Objectives and Action Steps

It is proposed that, when fundraising, we make efforts to inform the public that they can fund specific events that they would like to see the Library present such as Jazz or classical music events, or events at a specific time like Saturday night or Sunday afternoon, etc.

- Safety Committee

There was no Committee report this month.

- Publicity Committee

There was no Committee report this month.

## **OLD BUSINESS**

- Employee Handbook Update

We are grateful to two of our Trustees, Marianne Merola and Adora Lam, who have been working on an update of our Employee Handbook. Their work will be completed in April or May and will be presented to the Long-Range Planning Committee for review and then to the entire Board for approval.

## **NEW BUSINESS**

- New Trustee Search

The Board is continuing to search for new trustees to replace outgoing trustees Mary McFerran and Adora Lam. According to our bylaws, we were due to announce proposed candidates at this month's meeting, but we are not yet prepared to do so. We will be increasing our outreach for candidates and a committee has been formed to start the interviewing process. The following Trustees have volunteered to be on the committee: Leslie Ellis, Lynn Kauderer, Mayla Hsu, Marianne Merola, Laura Jaeger and Susan Ranis. We plan to update the bylaws and hopefully to present our selected candidates at the April 10 monthly meeting of the Board.

- Annual Meeting

The Annual Meeting of the Board will be held on Thursday, April 27 from 7:00 to 9:00. At that time the new Trustees will be officially approved and will begin their service starting May 1.

- Outgoing Trustee Book Selection

As is our tradition for honoring outgoing Trustees, the Director is evaluating books to be dedicated to Mary McFerran and Adora Lam.

**PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 8:52

Respectfully submitted by Lynn Kauderer  
Secretary