

**Croton Free Library**  
Board Meeting Minutes  
May 8, 2023

**PRESENT:**

Trustees: Leslie Ellis (24), Lynn Kauderer (23), Barry Feinberg (23), Jane Beller (27), Mayla Hsu (26), Margaret Mahoney (26), Marianne Merola (27), Laura Stelman Jaeger (26), Susan Ranis (24), Justin Johnson (28), Adam Decker (28)

Library Director: Jesse Bourdon

**CALL TO ORDER**

The meeting was called to order at 7:28 pm.

**NEW TRUSTEE INTRODUCTIONS**

The Board welcomed its two new trustees: Adam Decker and Justin Johnson who were both elected at the Ad Hoc meeting of the Board on April 27, 2023.

**APPROVAL OF APRIL 2023 MINUTES**

April 2023 minutes were voted on and approved.

**NEW PRESIDENT APPROVAL**

The Board voted on and approved the selection of Trustee Susan Ranis to act as our President with much gratitude and praise for Leslie Ellis's work as President for the last five years. We are pleased that Leslie is continuing to serve as a regular Board member.

**DIRECTOR'S REPORT**

- Patron Services

Statistics for the month of April 2023 were presented, and again reflected our continuing post-pandemic recovery.

- Approval of McCormack Donation Transfer to Capital Account

Several months ago the Library was grateful to receive a donation of \$16,700 from the McCormack family to be used to upgrade our front patio. Due to several hurdles involving contractors and our anticipated redesign plans, it is recommended that these funds be moved

from our Chase operating account into our investment account at Vanguard Capital until we are ready to use it. The Board voted on, and unanimously approved this transfer.

- 990 Return Accepted

The Director informed the Board that our annual 990 “Return of Organization Exempt from Income Tax” IRS form has been accepted.

- Scheduling of Committee Meetings (Best Practices)

The Director would like the Board to know that he is available to attend Committee meetings almost every weeknight with rare exceptions due to illness in the family or other community meetings that require his attendance. With that in mind, he suggests assigning specific nights for committees to meet, in person or via Zoom, based on the members’ individual availability.

The response was that this is a reasonable request. However, since several Committees meet with varying frequency depending on their projects, and the Finance Committee generally meets just before monthly meetings, we may not be able to always meet this goal.

- Director/Staff Communications (Best Practices)

The Director would like to remind everyone that he should be made aware of any direct communications between Trustees and Staff members and should be cc’d on any written communications. Similarly, communications between Trustees and the Director or communications between committee members and their Chair should include the President who is a member of all committees.

- Employee Performance Reviews Restarting

Over the next month the Director will be reviewing staff performance with all employees. He will also inform staff of their scheduling assignments and salary increases.

- Donation in honor of Pat Seldin

The Library is pleased to accept a donation of \$1,000 in honor of Pat Seldin. The funds will be used to create a Reading Corner in her name.

### **TREASURER’S REPORT:**

- Check Register Approval

The Monthly Check Register for April 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.

The Treasurer noted that notable exceptions include an increase in Donations reflecting gifts from the Lions Club, New York Presbyterian, and others. Also, salaries are slightly below

anticipated by the budget. The Director explained that this is largely due to Paid Time Off (PTO) not taken by employees.

We have sent our first-half payment to Butler Rowland Mays Architects for their assistance in developing a plan for renovating the library. The amount was taken from our Chase capital account.

- Annual Audit

We have received, reviewed and accepted our Annual Audit from our auditing firm.

### **COMMITTEE REPORTS:**

- Finance Committee:

The Committee continues to meet prior to the monthly Board meeting to review financial documents. Its recommendations and reports continue to be presented to the Board as part of the Treasurer's report. The Treasurer welcomed new Board members to the committee.

- Croton Reads

The 2023 Croton Reads was a great success and we have already started to follow up on ideas for next year.

- Buildings and Grounds

We have a signed contract with Butler Rowland Mays and will be continuing with needs assessments from Library Staff and the Board. Outreach to the community will begin in the Fall.

- Arts Committee

Our current display is by Roya Zarrehpahvar and will continue through the end of June. There is some concern about the vulnerability of the art work during the upcoming Book and Bake sale, especially because the art was not framed, Margaret will discuss this with the artist and determine her preferences.

- Fundraising Committee

We are finalizing all plans for the spring Book & Bake sale to be held May 19-21. All trustees are encouraged to sign up to volunteer using the link sent to them by Laura. We are especially in need of baked goods, which are always a popular item. Set up will begin in Thursday at 1:00 pm and continue on Friday starting at 10:30 am. We also need more volunteers for cleanup on Sunday afternoon. Signs advertising the event should be put up in front of our homes starting Sunday, May 14.

Through the years Art Almeida has volunteered many hours of his time supporting and assisting in the successful running of the Book and Bake sale. It was suggested, and universally agreed, that we should find a way of acknowledging his valuable service.

The Director and Treasurer have now created a new Chase Account earmarked for the proceeds from the Fundraising Committee events and to be separated from the Library's general operating account. It will be used for expenses as well as for specific purposes to be determined by the Board. It was suggested that, when a withdrawal is made for a specific purpose which benefits the Library, an effort be made to publicize that decision so that people understand how the money they have donated is spent.

- Long-Range Planning

The Committee is extremely grateful to our outgoing Trustee, Adora Lam, for her work in editing and updating our Employee Manual. The Committee will meet and review the document and hopes to present it at the next Board meeting.

- New Additions

It was suggested that there should be more publicity whenever an expenditure from the new Fundraising account is made that results in a significant benefit to the Library

- Safety Committee

There was no Committee report this month.

## **OLD BUSINESS**

- New Board Email

It is now possible for the Library to create individual email accounts for Trustees to be used for Library business, especially when communicating with the public. The new format is: [trustee.lastname@crotonfreelibrary.org](mailto:trustee.lastname@crotonfreelibrary.org). The Director will continue to work with Board members to assist in creating these accounts.

- Summerfest

Summerfest will be held on Sunday, June 4. The Director will be sending out a link for everyone to sign up to volunteer for a short shift at the Library's table.

## **NEW BUSINESS**

- Officer and Committee Assignments

The slate of officers to serve the Board for the 2023-2024 operating year was presented and unanimously approved. They will be: President: Susan Ranis, Vice President: Marianne Merola, Treasurer: Barry Feinberg, and Secretary: Lynn Kauderer.

New Committee Assignments for the year are as follows:

COMMITTEE	CHAIR	MEMBERS
Finance	Barry Feinberg	<ol style="list-style-type: none"> <li>1. Susan Ranis</li> <li>2. Jesse Bourdon</li> <li>3. Sid Franks</li> <li>4. Lynn Kauderer</li> <li>5. Leslie Ellis</li> <li>6. Justin Johnson</li> <li>7. Marianne Merola</li> </ol>
Buildings and Grounds	Leslie Ellis	<ol style="list-style-type: none"> <li>1. Susan Ranis</li> <li>2. Jesse Bourdon</li> <li>3. Meredith Hertlein</li> <li>4. Margaret Mahoney</li> <li>5. Laura Stelman-Jaeger</li> <li>6. Justin Johnson</li> <li>7. Marianne Merola</li> </ol>
Art	Margaret Mahoney	<ol style="list-style-type: none"> <li>1. Susan Ranis</li> <li>2. Jesse Bourdon</li> <li>3. Lynn Kauderer</li> <li>4. Barry Feinberg</li> </ol>
Croton Reads	Jane Beller	<ol style="list-style-type: none"> <li>1. Susan Ranis</li> <li>2. Jesse Bourdon</li> <li>3. Marianne Merola</li> <li>4. Barry Feinberg</li> <li>5. Mayla Hsu</li> <li>6. Adam Decker</li> <li>7. Laura Stelman Jaeger</li> <li>8. Leslie Ellis</li> </ol>
Long Range Planning	Marianne Merola	<ol style="list-style-type: none"> <li>1. Susan Ranis</li> <li>2. Jesse Bourdon</li> <li>3. Leslie Ellis</li> <li>4. Margaret Mahoney</li> <li>5. Adam Decker</li> <li>6. Justin Johnson</li> <li>7. Mayla Hsu</li> </ol>
Fundraising	Laura Stelman Jaeger	<ol style="list-style-type: none"> <li>1. Susan Ranis</li> <li>2. Marianne Merola</li> <li>3. Mayla Hsu</li> <li>4. Leslie Ellis</li> <li>5. Justin Johnson</li> <li>6. Adam Decker</li> </ol>
Trustee Training	Susan Ranis	<ol style="list-style-type: none"> <li>1. Leslie Ellis</li> <li>2. Barry Feinberg</li> <li>3. Jesse Bourdon</li> <li>4. Lynn Kauderer</li> <li>5. Marianne Merola</li> </ol>

- Whistleblower/Conflict of Interest Policies

All members must sign the Library's Whistleblower/Conflict of Interest Policies annually. Forms are available from the Director or will be made available at the next meeting of the Board.

- Sexual Harassment Prevention Policy Update

We are reviewing a new SHP policy provided by our lawyer and our payroll company. Updated versions will be distributed shortly.

#### **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 9:15

Respectfully submitted by Lynn Kauderer  
Secretary