

NCFL Board Annual Meeting – Minutes December 8, 2021

Board Members Present:

Dale Saylor, Dottie Cummings, Terri Mayhew, Linda Murawski, Randi Walker, Judy Albert, Kim Grethen, Christi Sadowski, Liz Smith, Julie Kabat, Mark Reamer, and Kathleen Turley

Also present: Vicki Wills (Library Director), Susan Smith and Sue Tanner - guests

The meeting was called to order at 7:02 p.m. The minutes of the previous meeting were approved with corrections.

Library Director's Report

- Annual Sexual Harassment Prevention Training needs to be completed. October is the month for our annual Training. Please -- complete this training ASAP. Upon completion of the form accompanying the training, a notice is automatically sent to the Library. https://docs.google.com/forms/d/e/1FAIpQLSceBzPdVCIsMsm16-AQwRU00zR8gOfGrhiIpp4VabPhHdAOAw/viewform?usp=sf_link
- Children/Youth Programming
 - Fridays For Kids is celebrating the December holidays. Last week the kids made gingerbread houses out of graham crackers, then decorated with icing and candy. This week they're making snow globes. Group has grown from three initially, to (possibly) 10 this week. Kids bring their parents, who then peruse the collection, read upstairs, or in the Little Library. Ten kids could equate to five parents browsing.
 - Ichabod Crane Central School reading on Tuesday is finished until the spring.
- Winter Library Programming – New-York Historical Society Virtual Presentations are hour-long lectures, delivered live by a Museum docent or curator and accompanied by slides showing artifacts from our collection and recent exhibitions. In addition to the presenter, New-York Historical Society staff join the Zoom call to assist with Q&A (which takes place in the last 10-15 minutes of the hour). Winter historical programs listed at this link. <https://www.nyhistory.org/virtual-presentations>. Upcoming programs include:
 - Wednesday, December 15 at 6 pm - Nature and American Art: Highlights from the New-York Historical Society's Permanent Collection
 - Wednesday, January 19 at 6 pm - First Jewish Americans: Freedom and Culture in the New World
 - Wednesday, February 16 at 6 pm - Black Citizenship in the Age of Jim Crow
 - Wednesday, March 16 at 6 pm - Notorious RBG: The Life and Times of Ruth Bader Ginsburg
- Columbia County Libraries Association
 - NewsBank has been purchased with Columbia County Libraries Association (CCLA) money. The Times Union and Register-Star can be read in its entirety. There are also over 3500 other newspapers available nationwide. This resource differs from the Gale sourced Newspapers which provides a searchable data base by topic. The Mid-Hudson Library System (MHLS) is setting this up through CCLA.

- Rowan Devereaux-Smith graduated this year and now has too many commitments to continue as a volunteer. He has been a faithful volunteer for three years. The Library is looking for another volunteer for a weekly two-hour slot. Please send recommendations to Vicki.
- Looking forward -- MHLS opened the Summer Program Report data. The Annual Report data will be released in January.
- Vicki is working with Dorothy Cummings and Linda Murawski on the new website.

Finance Committee

- 2022 budget
 - Christi detailed that the budget is flat compared to 2021. It does include an estimate for the annual appeal fundraising income.
 - Susan Smith asked whether there was a budget item for painting the library next year. She feels that the exterior is in disrepair. Mark discussed a plan to paint the ramp and steps over the past summer with a team of volunteers who weren't able to do that because of COVID restrictions. He also explained that the exterior is vinyl and gets pressure washed. Additionally, the ramp will be removed when the renovation proceeds. Christi reported that we applied for grant funding in 2021 for the ramp painting and repair and we did not receive that money. Christi also reported that we would need to look into other revenue streams for finding the money to repair the ramp and steps.
 - Randi asked about the 219 hours for ELIK. It's considered FLEX time above and beyond what staff are expected to do. This discussion will be continued with the Executive Committee.
 - Julie made a motion to approve the 2022 budget. Mark seconded. All in favor; motion passed.
- Judy raised an issue about the process for the budget. She asked whether there were other avenues for monies to help with Library expenses. She also asked the Board to consider a process for obtaining grants. Currently only Arts & Culture and ELIK are writing and obtaining grant funding for their programs. Judy wondered whether we could be asking for more money from sources. It was discussed that the Finance Committee would be responsible for considering other grants.

Fundraising Committee

- Dale reported that the wreath fundraising was a success, and all wreaths were sold.
- Kim has the fundraising appeals letters in hand and expects to send them out on Friday.
- Randi updated the Board on tea tasting fundraiser tentatively planned for Valentines.

Marketing Committee

- Website: Dottie reported that the new website will be launched, very soon.
 - The website developer, Suzanne Trevellyan, works with one person from the Library. Currently that's Dottie but after she leaves the Board, the contact will be Vicki. Dottie explained that Vicki will deliver to Suzanne material for posting but is not responsible for editing content. Suzanne uploads content for posting.
 - We will have a blog on the new website. Anyone can place anything on the blog. It should be Library news or other features - two to three sentences in length. Even though the blog is open to the public, the content goes to Vicki and could be screened for appropriateness.

- Mass email distribution is not done through Suzanne. Suzanne's fee is \$95 per hour. The goal is to keep website expenses to a minimum.

Building & Grounds Committee

- We've not received the energy assessment report back yet.

Arts & Culture Subcommittee

- Julie has been busy with grant applications and finishing the final 2020 report for Decentralization grants program.
- Julie encouraged everyone to invite children to this Sunday's Program, Celebrate the Holidays with Terry A La Berry and Friends, December 12 @ 3:00 pm - 6:00 pm.
- Seven programs done in 2021 – 235 attendees with 112 people viewing the programs through YouTube.
- Eight programs planned for 2022.

ELIK Subcommittee

- *"Balance & Strength Training"* with Joe Thorn took place November 15th and 22nd via Zoom. Joe did a terrific job leading us through an exercise regimen that was both invigorating and fun. We had seven folks the first session and 10 the second.
- *"Getting a Good Night's Sleep"* program on December 6th had over 23 folks sign up with 16 sitting in on Certified Sleep Coach Seth Davis's informative online presentation. Feedback from participants was very positive.
- *"Buying and Selling on the Internet"* with Maureen Gardner, is slated for January 12, 2022, at 10 am, and will take place via Zoom. Roy Denniston is the event chair.
- Display ads were purchased with the Columbia Paper for the two November sessions and with the Register Star for the December program.
- 90 hats were collected at the Library for Hats Giving. The ELIK program which taught people how to knit hats on a loom helped bring in a lot of hats.

Looking ahead to 2022 -- "How to Be More Eco-Friendly" (HTBMEF) grant programs are being finalized:

- February 8, 2022 – HeatSmart Capital Region – "new Technology for Heating & Cooling Your Home" will be via Zoom at 6 pm with Tara Donadio as the speaker (Roy Denniston chairing).
- March 2022 – Capital Region Partnership for Regional Invasive Species Management (PRISM) "Know Before You Grow" with Hannah Coppola -- either as Zoom or in-person (Gerry Smith chairing).
- April 20/21, 2022 – Jenifer Rosete with the Columbia Land Conservancy will lead a stream & pond nature walk at the [Siegel-Kline Kill](#) during school break (this will meet our intergenerational requirement). Carol Hegeman is chairing.
- May 2022 (date to be determined) -- "Native Plants & Beneficial Insects". Our newest ELIK committee member Frieda Pearce offered to present/chair this program.

- During our November 19th ELIK Subcommittee meeting, we discussed developing a member recruitment campaign and how to coordinate programs heading into the new year if no new chair steps forward. I worked with Dottie Cummings to have ELIK listed as a potential volunteer opportunity on the new website. A meeting will be held in mid-December to determine future directions for ELIK as I step down at the end of this month. Terri shared the following message, “I have enjoyed working with the Board, Library staff and ELIK Subcommittee members and wish you all only the best going forward. Thanks, again, for your support this past year.”
- Carol is making herself available for grant writing. Terri worked very hard to make certain the programs have volunteers to run the programs.

Long Range Plan

- Dottie Cummings, Judy Albert, Julie Kabat, and Kathleen Turley are looking at the long range plan. They plan surveying of the community to seek needs. This is good timing because next year we plan to do a 414 campaign.

Executive Committee

- *Nothing to report*

New Business

- Dottie is exploring the use of space at the church since it’s going to be a while before the new addition is completed and an elevator is installed to make us disabled compliant. Dottie talked to Wayne Shelton. Church Trustees have some questions about safety, how many people, how often we would be using the church. Dottie is asking for help with this exploration. We need to find out if the church has Wi-Fi and whether there’s a projector screen. Mark and Julie offered to help Dottie. Board members discussed this as a green path than building.
- Dottie raised the issue of the use of volunteers in places other than inside the Library. Dottie would like to create a process for recruiting volunteers to our programs. It was agreed that Vicki would get the name of potential volunteers and pass contact information onto Program Subcommittee Chairs.
- Under a new State requirement as part of the Open Meetings Law, agenda for each meeting required to be posted 24-hours prior to the meeting and minutes within two-weeks after each meeting. A draft, non-approved agenda will be posted.
- Dottie discussed the cost of COVID to the Library. She described that we used to have an open, inviting space for people to visit the Library and she longs for what we used to have. She discussed that we have limited to no people to visit and read books. It was recognized that we still have the feeling of warm and welcoming atmosphere. Randi raised that the current Library configuration is temporary in response to the need to separate Library staff from patrons during COVID restrictions.

- Dottie wondered if we are out of balance with the heavy reliance on programs and very little marketing on our book collections. She discussed other libraries promotion of books. She also stated, while programs are beneficial to the community, they are stressful to the workings of the Library as we have less and less people volunteering to assist with the programs. She asked the Board to consider how to promote our book collection. Judy discussed promoting new books in the Library and on the website. The Board continued discussing various ideas to highlight books. Julie spoke about a book she donated which was rated among the top 50 books for teens in 2021. It was discussed that some people, when looking for books, prefer to browse the collection while others read web reviews.

Nominating & Governance

- Dottie made a motion for the following slate of Board officers: Rick Werwaiss as President, Dale Saylor as Vice-President, and Randi Walker as Secretary. Terri seconded. All were in favor; the slate of candidates was approved.
- Judy made a motion to waive the By-Law requirement that officer terms be limited to three consecutive terms. This waiver applies to Rick and Randi; both have held their positions for more than three terms. Dottie seconded the motion. All in favor; motion passed.
- Dottie made a motion to re-elect Julie Kabat to another three-year Board term. Mark seconded. All in favor; motion passed
- Several Board members recognized the long support Dottie and Christi have provided as to the library in various capacities but recently as Board members and as officers of the Board. Their contributions will be greatly missed. Dottie reported that although stepping down from the Board she expects to help with various Committees. Many Board members also recognized Terri's valuable contributions as Chair of the ELIK Subcommittee and as a Board Trustee.

Meeting adjourned 8:16 pm.

Next Library Board meeting January 12, 2022 at 7:00 pm.