

NCFL Board Meeting Minutes – January 12, 2021

DRAFT – minutes have not been Board approved.

Board Members Present:

Rick Werwaiss, Randi Walker, Judy Albert, Liz Smith, Julie Kabat, Mark Reamer, Kim Grethen, and Kathleen Turley

Also present: Vicki Wills (Library Director)

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

Library Director's Report

- Children/Youth Programming
 - Fridays For Kids – Diana and Vicki are looking for craft and learning projects ideas.
- Local collection – (does not go to other libraries.)
 - Judy Staber's donated a copy of her new book *Rise above it, Darling* to the Library. The Library also has her first book. Karen Halverson's book, *Mulholland* is also part of the local collection.
- 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 their collection and recent exhibitions. 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>. Historical Society programs have been well received and require minimal staff time.
 - Wednesday, January 19 at 6 pm - Notorious RBG: The Life and Times of Ruth Bader Ginsburg
 - Wednesday, February 16 at 6 pm - Black Citizenship in the Age of Jim Crow
- Zumba with Anne Marie – This free program will be offered by Zoom.
- Memoir group – Zoom
- Knitting with Sandy – Zoom/in-person
- Columbia County Libraries Association - Meeting Friday 8:30 am
- Abby Wood, a senior at Ichabod Crane Central School completed 10 community service hours.
- Thursday volunteer weekly 2-hour slot is open. Please send potential volunteer recommendations.
- Webpage – Vicki submits updates to Suzanne Trevellyan on topics such as library events, posts for the blog, book recommendations, and home page spotlight. Vicki made a plea to the Board for book recommendations to post. She also requested community information for blog posts.
- Looking forward
 - Mid-Hudson Library System (MHLS) – submission of the Annual Report begins this week.
 - Enriching Life, Increasing Knowledge (ELIK) committee – widening the staff's responsibility is in discussion.
 - Meet with Executive Committee Thursday night to discuss Vicki's 2022 goals and objectives. Vicki is concerned that she may not be able to generate the annual report

without financial information. The lack of a Treasurer makes it difficult to obtain the necessary input.

- Annual Appeal letter has generated new patrons, unexpected and wonderful.

Finance Committee

- *No updates.*

Fundraising Committee

- Randi updated the Board on the amount received from the appeals letter - \$4,435. The Board discussed the possibility of doing a second appeals letter. Judy suggested using the appeal letter to highlight the fundraisers we have planned and encourage people to take part in the activities. It was suggested that the letter ask people to participate in our ongoing programs and support the library.
- Randi updated the Board on the February tea tasting fundraiser.
- Liz informed the Board that the total revenue generated by the CLINK program is \$680. Rick suggested withdrawing the funds and asking the Finance Committee where the money should be allocated.

Marketing Committee

- This Committee doesn't have a chair now that Dottie left the Board. Rick stated that it's been a best practice model to have Board member serve as chair of the Committees but it's not a requirement. The Board agreed that we need to keep the Marketing Committee. Rick will ask Dottie to continue to chair the Committee. Linda and Lindy are on the Committee.
- The need to better understand the billing arrangement for updates to our website was discussed. The hours will need to be monitored to ensure the Library doesn't spend more than budgeted. It was agreed that Vicki will keep track of the submissions and roughly the hours.
- Julie requested development of a brochure about the Library which is needed for the 414 campaign and it will also help with the long-range planning. Liz reminded the Board that Lindy developed one already and Rick showed the brochure. Judy suggested we review it and update if needed.

Building & Grounds Committee

- Rick discussed that we need to contract with someone to fix the ramp. Mark is working on getting potential contractors for the ramp. He's also considering volunteers.
- Rick asked Vicki to price out furniture for her area. Desk, cabinet and whatever else is needed to professionalize her office space.
- Mark reported that we are still waiting for the energy assessment.
- The long-term maintenance plan for the Library is with Rick. He needs to review it and send it back to Mark.

Arts & Culture Subcommittee

- Julie reported that most program dates have been selected for 2022. The Subcommittee received \$1,000 for one grant and are waiting to hear about second grant. They hope to offer eight programs in 2022. Here are descriptions for the first two. First program of year should be of interest to ELIK as well since it relates to climate change but from a very broad perspective.

- 1) March 27 – John Feldman film, *Regenerating Life: How to Cool the Planet, Feed the World, and Live Happily Ever After*. How can we humans meet the challenge of climate change? Realistically, is it possible to have hope in the face of impending disaster? As the date gets closer, the Subcommittee will decide if the program can happen safely indoors at the library.

This program will include a preview sneak peak of excerpts from John Feldman’s current documentary. The film is in post-production and will be at the final cut stage in March. John will engage with the audience in a discussion about the central thesis of the film, which is that given the political will, we humans have the means to restore the Earth’s water cycles and thus cool the planet over just a matter of decades.

- 2) April 10 - indoors at the Malden Bridge Community Center which has been reserved. Judy White Staber will read selections from her newly published biographical memoir of her mother, *Rise Above It, Darling: the story of Joan White, Actor, Director, Teacher, Producer and (sometimes) Mother*. Judy grew up in an Actor’s Orphanage in England.

“I was born during World War Two to an actress mother and theatre manager father in London. At war’s end, Father left the family and my sister Susannah and I were put in The Actors Orphanage. I was four and Susannah, seven. When I was eleven, Mother and Susannah emigrated to North America. After twelve years at the Orphanage, I too went to America and entered the family business — the theatre.”

ELIK Subcommittee

- There are three ELIK programs scheduled for 2022. The next program will be *Green Your Home with Heat Pumps* on February 8, at 6 pm, via Zoom.

Long Range Plan Committee

- Julie reported that Dottie, Mark, and Julie will visit church to see about using their downstairs for the Library’s programs and meetings, when needed.
- On a regular basis, the Committee will update the Board to seek input and request volunteers for various tasks. Items discussed:
 - 1) What is our service and catchment area? A fair amount of discussion ensued about these two concepts. Rick stressed that political boundaries don’t define the Library. We have many patrons from outside our catchment area which is the Town of Chatham minus the area serviced by the Chatham Central School district. We receive 414 funds from the entire Town of Chatham. Julie stated that the Committee is interested in the demographics of our service area to better understand potential gaps in service. Judy asked if it’s possible to know where our patrons live to evaluate demographic information. With the use of Zoom for Library programs, our service distribution has increased.
 - 2) Skills and Development training for the Board:
Julie asked for a volunteer to research training offered to Board Trustees by MHLS. Rick suggested asking MHLS to participate in one of our meetings and describe the trainings they offer.
 - 3) When the capital plan is finalized, it will be shared with the Board.

Executive Committee

- Dale, Rick and Randi are meeting with Vicki to discuss her goals and objectives for 2022.
- Rick will meet with Christi to discuss outsourcing some of the Treasurers duties. He's been unable to recruit someone for the position. He wants to turn the position into an oversight one and pay someone to do the work. Rick will ask Dottie if she's willing to continue to make deposits. We don't have a requirement that the person making deposits be a Board member.

414 Campaign

- Judy is heading up our 414 campaign and provided background on our previous effort. The Board started the process in 2020 but decided to postpone it due to COVID. Judy asked the Board whether we should restart for 2022. She detailed that the campaign needs an updated library brochure, a long-range plan and a capital plan.

Judy asked how much we should request. Previously we had planned for \$35,000. She also asked if anyone knew other local library requested amounts for their 2021 campaigns. For New Lebanon, 17 years passed between their first and the recent campaigns. They asked for \$26,000 and it passed overwhelmingly (26% increase). It was agreed that we should look at New Lebanon's campaign material.

Kim thinks we should do it this year since we discussed three major expenditures in this meeting – paying for treasurer responsibilities, fixing and painting the ramp, and purchasing office furniture. Liz expressed concern that COVID may make it difficult to go door-to-door to get petitions signed. Rick reported that the door-to-door campaigning would be similar to the election campaigning which many Board members had experience doing safely during the 2020 election season. Julie suggested looking at actual dollar amount increases for taxpayers for \$35,000 versus a \$20,000. The consensus from the Board was that we should do the campaign this year.

Rick would like the Board to plan for biannual campaigns after this one. If we're deciding tonight, Rick would like to put it off to 2023 because he would like a Treasurer in place.

Judy described the initial planning work that needs to be completed. She will gather all the details together including a timeline and return to the Board in March for discussion and potential approvals to move the campaign forward. Vicki reminded the Board that the number of signatures required for the ballot petition may have been decreased because of COVID. Judy would like to see us increase our community outreach now on the Library activities. Kathleen, Liz, Julie, and Rick offered to help Judy with the campaign.

Nominating & Governance

Rick is talking to four prospective new Board members.

Motion to adjourn made by Rick, second by Kim. All in favor, meeting adjourned 8:55 pm.

Next Library Board meeting February 9, 2022 at 7:00 pm.