

## NCFL Board Meeting Minutes – February 9, 2022

### **Board Members Present:**

Rick Werwaiss, Randi Walker, Judy Albert, Liz Smith, Julie Kabat, Mark Reamer, Kim Grethen, Kathleen Turley, Betsy Winters-Russell, Dale Saylor, Linda Murawski

**Also present:** Vicki Wills (Library Director), Dottie Cummings

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

### **Nominating & Governance**

- Rick representing the Committee put forth a resolution to accept Betsy Winters-Russell to the Board. All in favor.

### **Long Range Plan**

- Dottie, Mark, Dale, and Julie visited the North Methodist Church and agreed the space would work for holding library programs. It has easy access from the street, plenty of tables and chairs, the promise of a screen/monitor for projecting presentations, coat racks, and bathrooms on the ground floor.
- Rick checked with our insurance company, and we have liability insurance to cover programs only on library grounds. Rick will ask about a rider to name the church as a co-insurance location.
- The church has a large kitchen. Dottie asked Andy Tillman about the use of the kitchen (most likely, for cooking classes). His only stipulation is that someone from the church would need to light the gas stove.
- The Memoir group thinks using the church for their group is perfect. Dottie is contacting Leona to ask how often the Memoir group meets.
- In terms of remuneration, Wayne (chair of Church Trustees) suggested \$25 may be sufficient for each program held there. Mark suggested more. Wayne said church is not in it to make money, but rather to cover costs (utilities). This expense will have to be approved by the Finance Committee.
- Arts and Culture programs can be held in the church in case of rain. Julie provided the following dates: May 8 - Mother's Day, a date in June to be determined, July 24th, Sept 18th. These programs are on Sundays at 3 pm. And perhaps one children's program during the summer (to be coordinated with Vicki).
- It is thought that ELIK programs, with anticipated large attendance, should be held at the church rather than the library when the library upstairs is not spacious enough to accommodate a large group.
  - Dottie is contacting Leona and Roy to ask about which programs may need to be held at the church.
  - There are further complications to be teased out due to use of Director's time as point person for ELIK. For example, she cannot be setting up at the church, if she leaves the library to do so. Volunteers need to step up in this case.
  - It was agreed at the last Board meeting that there will be only one ELIK program a month.
- The use of the church space will require volunteers to set up and clean up.

- Dottie will continue as point person in terms of communication with the church and Wayne will be the church point person.
- **Action item:** Rick to contact our insurance company.

#### 414 Campaign Committee

- Update Board on January committee meeting
  - Turning Outward Program – Discuss Board participation. Strategic Plan Committee representatives met with Casey of Mid-Hudson Library System (MHLS). He suggested that Board members participate in this program. A new law as of 2021, requires all Boards to develop Strategic Plans by gathering community conversations. The Program helps boards prepare a Strategic Plan (<https://midhudson.org/turning-outward-2022/>). Judy suggested there could be a lot of synergy between the 414 campaign and the gathering of community input. These two activities can happen in tandem and possibly start community conversations in May and June. The development of a Strategic Plan requires that some of the Trustees participate in training and in conversations with the community. The community conversations could take place in conjunction with others in community meetings like Fire Department, community groups, etc.
  - To accomplish both the development of an updated Strategic Plan and the 414 campaign will require a lot of work. The campaign will require getting petitions signed by enough voters and afterwards, getting out the vote.
- Approve dollar amount: Judy asked the Board to consider a campaign amount of \$35,000, which combined with the current amount received of \$65,000 would amount to 73% of our total budget received from town taxes. Rick would like us to go back to the voters every few years with smaller amount requests. Judy is looking into the impact on the taxpayers and will get back to us on what it will roughly cost individuals. Judy asked the Board to consider asking for \$35,000. It was a strong sense of the Board that we wanted to proceed with a \$35,000, 414 campaign for November 2022. This will be voted on in March after we adopt an amended budget and a tax cap override.
- Approve timing: In terms of the election cycle, in 2023, the 414-library tax might be the only item on the ballot. In 2022, there will be Congressional, State Senate, Assembly, and Governor races. Our campaign would need to remind people to turn over the ballot, since referendums are on the back. There are 2,200 registered voters in the Town. Liz Smith is getting the voter registration list.
- The committee is comprised of Dottie, Julie, Rick, Kathleen, Liz, and Judy. Linda is making a campaign brochure. Judy would like the committee to meet to develop factsheets and a script. Rick asked the Board to consider introducing our plans at the next Town Board meeting. This would be done as a courtesy since Town Board approval is not needed. It was agreed that the Finance and Planning committee should meet to discuss recent campaign decisions prior to a meeting with the Town Board.
- Judy detailed the need for an increase to our budget:
  - In 2004, the library revenues were \$84,950.
  - In 2022, the budgeted revenues are \$106,430.
  - The cost-of-living inflation adjusted revenue starting from 2004 would equate to \$127,884.
  - Library services over the period of 2004 to 2022 have increased.
  - What type of services to we want to offer going forward (2023)?

- Rick asked Judy for details on 414 campaigns from other towns in the MHLS. Judy said Kinderhook has been very successful with regular 414 campaigns. If we were to ask for \$35,000, this amount fits in with amounts request by neighboring communities. Kinderhook’s budget has tripled over 15 years. Judy provided details on successes with other town campaigns.
- Judy discussed specific aspects of campaign and the need for coordinators for the following:
  - Outreach to town officials
  - Voter list (cross-ref to library members, street addresses)
  - Education/marketing materials (inc. brochure, FAQs, script)
  - Petition drive (inc. recruiting/training volunteers, turf cutting)
  - Public information campaign (educational v. advocacy)
  - Get out the vote campaign
- **Action item:** Need a proposed amended budget for the March Board meeting.

### **Finance Committee**

- Christi provided 2022 projected budget and January 2022 actual budget.
- The committee has been unable to meet. If the committee had met, they would have discussed hiring a finance manager for the library. The Treasurer’s job has grown to four to five hours a week. Rick would like to hire someone to complete the routine tasks. Rick is looking into finding a bookkeeper to take on some of the Treasurer’s duties. He asked for suggestions.
- Rick detailed that the 2022 budget will need to be amended to hire an additional bookkeeper. For this additional expense, we will need to use reserve funds for both the additional bookkeeper and possibly a new printer. Fortunately, we have reserves. The committee will discuss at their next meeting, amending the library budget. The Board will adopt the amended budget and a tax cap override at the March Board meeting.

### **Library Director’s Report**

- Children/Youth Programming
  - Fridays For Kids – miSci will be presenting three programs
    - Science Solutions Friday, February 11, 4-5pm
    - Crime Lab Science Friday, March 11, 4-5pm
    - Surviving on the Moon 101 Friday, April 8, 4-5pm
- 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. 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 Library Programming – Winter historical programs listed at this link. <https://www.nyhistory.org/virtual-presentations>.
  - Wednesday, February 16 at 6 pm - Black Citizenship in the Age of Jim Crow
  - Wednesday, March 16 from 6 pm - 7 pm | First Jewish Americans: Freedom and Culture in the New World
- Chair Zumba with Anne Marie – four Wednesdays February 16 – March 16
- Zoom - Memoir group – Knitting with Sandy
- Thursday volunteer weekly 2-hour slot is open. Please send potential volunteer recommendations.
- MHLS – Annual Report opened.

- The Annual Report to the NYS Department of Education is due on February 28. Vicki is working on the report when she finds time.
- There are several sections that need specific financial information. Rick reported that Christi has offered to help with the financial details.
- ELIK – Heat Pumps last night had over 50 attendees, including Town Supervisors from Chatham and New Lebanon.
- Columbia County Libraries Association - Meeting Friday am 8:30 am.
- From Rebekkah Smith Aldrich
  - As predicted, Governor Hochul is lifting the mask requirement as of tomorrow. She was very clear that indoor businesses, which libraries are in this case, no longer have to enforce mask wearing or ask for vaccination status. However, she was equally clear that businesses still have the option of requiring masks or vaccination for patrons or employees.
- Diana Rupp’s business has taken off and she doesn’t have the time to work for the library. Vicki discussed how Diana could continue handling some publicity work for the library.
- Anne Formel will take over Diana’s Fridays for Kids responsibilities.
- Rick moved that the North Chatham Free Library require all staff and volunteers be fully vaccinated and all patrons of the library, and staff be required to wear masks at all times. Julie seconded. All in favor. This will be an official policy of the library.

### **Fundraising Committee**

- Randi provided an update on appeals letter which has generated approximately \$5,200.
- Randi provided an update on tea and chocolate tasting fundraiser.
- Planned fundraisers for 2022 are a fall bulb sale, pig roast in June, Christmas wreaths, and a quilt raffle at the end of the year.

### **Marketing Committee**

- Linda Murawski designed a library brochure that could be handed out to recruit volunteers and board members and used in the 414 campaign.
- Vicki detailed that all website material needs to be accurate prior to submission to our website developers. Our website expenses for January were \$247. Vicki is responsible for posting material to the blog but would like assistance on developing material for the blog. Rick discussed a policy about content on the blog. We have a use of library policy in place. Rick said we need a similar policy for blog posting.
- Vicki and Lindy have been updating the marketing database which could be used for the 414 campaign.

### **Building & Grounds Committee**

- Mark will report on the capital improvement plan at the March meeting.
- Mark reported that the rehab on the ramp and steps will cost us \$2,800. Rick will bring this to the Finance Committee.
- Spring planting along the fence and parking lot is planned for spring if we can get the plants.
- Still have not heard back about the energy assessment. Mark installed a programmable thermostat.
- Mark suggested purchasing a large commercial tent (20x30 ft) for outdoor events. Rick asked Mark to price this out and Rick will bring this to the Finance Committee.

- Rick asked Mark to get prices on replacing Vicki’s office furniture - a desk, filing cabinet and shelves.
- Rick met with Representative Delgado’s staff person who specializes in grants. They discussed the availability for grants that could help with our building renovations. Mark suggested segmenting the renovations to the library and start with the building of a director’s office.

**Arts & Culture Subcommittee**

- Prepared publicity for the two events in March and April and have been working with Vicki to see what she needs for publicity on the new website.
- In 2021, the Subcommittee hosted eight programs, seven online and one in-person event. In total, there were 270 attendees and 122 YouTube views. A grand total of 392 people participated.

	# attending	YouTube Views	
1/17 Price of Freedom	128	68	
3/21 Carl Berg	36		
4/11 Sheila Silver	14	8	
5/16 Matt Bua	32		
10/3 Mo’olelo	23	27	
10/24 Elizabeth Zunon	8	14	
11/14 Alex Mar	19		
12/12 Terry a la Berry	10	5	
TOTAL	270	122	Combined Total: 392

- We might not hear about our Community Arts grant until late February or even early March. The process has been delayed, and the panel isn’t even meeting until next week. It’s more competitive this year since there are 31 grant applications for Columbia County.
- The Committee plans on holding programs outdoors or in the Church for 2022 due to a requirement for in-person programs on the part of the DEC

**ELIK Subcommittee**

- The Subcommittee liked the name changed to Live and Learn. Rick made a motion to change the Subcommittee name to Live and Learn! Judy seconded. The resolution will remain open, pending alternate name suggestions from Board members.
- Rick is pulling together a proposal for the Fund for Columbia County.
- Capital Region prism will provide the next ELIK program - Know Before you Grow on March 16.
- There will be a walk in April 20.
- In May there will be a native plants program.
- Three Ecofriendly programs in the fall.

Rick made a motion to adjourn the meeting. Judy seconded. All in favor. Meeting adjourned at 9:05 pm.

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