

NCFL Board Minutes –September 13, 2022

Board Members Present:

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

Also present: Vicki Wills (Library Director)

- Meeting called to order at 7:07 pm.
- Judy moved to approve August 2022 minutes. Betsy seconded. All in favor. Motion passed

Library Director's Report

- Vicki reported on the alarm system.
- Staffing – The Library is meeting its basic functions but is still short-staffed. Vicki works the front desk to fill-in when needed and emphasized we need more volunteers.
- Summer Reading Program – Vicki has been working on the report which is due September 16th. Vicki needs the financials on the program to complete the report. The issues that Vicki has reported about not receiving program financial information will go to the Finance Committee.
- Computers – Vicki has been the Library's computer tech support person. The publicly used computers have virus protection programs installed and staff computers have firewalls in addition to virus protection.
- Online Public Access Catalog has been installed on one designated computer which connects to all 66 Mid-Hudson Library System (MHLS) members.
- Sue Trevellyan has been working to resolve website issues such as the search function do the MHLS catalog.
- Vicki asked the Board to consider removing all overdue fines. Currently the Library is fine-free for children and young adults under 18. Of the 66 Mid-Hudson Libraries, 42 waive all fines and 9 are partially fine-free. Julie made a motion to remove all overdue fines; Judy seconded. All in favor; motion passed.
- Great Give Back – The Library will be participating in a coat collection until October 15th.
- Book Collection – Vicki has been working with Betsy on reviewing our automatic renewal service for popular authors. Vicki and staff have been culling books in preparation for our table at the North Chatham Community Day.
- Columbia County Library Association (CCLA) Programming:
 - Martin Van Burden National Historic Society presentations by Zoom, 2nd Mondays for four months.
 - Habitat for Humanity by Zoom
 - Columbia County Land Conservancy is hosting a kickoff for Nature Quest program on September 24th. Vicki will be attending, and she will staff a CCLA table.
 - Vicki thanked Julie, Liz, Rick, Kathleen, Linda Romeo, and Kim for staffing the CCLA table at the Columbia County Fair.
 - CCLA is using a grant from the Berkshire Taconic Foundation (\$1,770) to setup a county-wide webpage for the Association.
- Policies – Vicki is undergoing an annual review of our policies. MHLS asks that Libraries undergo a review of their policies, every five years.
- Disaster Plan Policy – Vicki reported that this Policy needs Board approval. It will be distributed and discussed at the next Board meeting.

- Airborne Infection Prevention Plan – will also be distributed and discussed at the next Board meeting.

414 Campaign

- Election day is Nov 8, voting October 29, early voting October 14. The Committee has been very busy with get-out-the-vote information, including an ad currently at the Crandell Theater.
- A flyer will go to all registered voters and emails will go out to everyone in the Library's database.
- Judy asked for help with the get-out-the-vote campaign. All other libraries have done door knocking campaigns and it was successful. First houses we will visit will be those houses where petitions were signed. Knocking on doors starts October 14, every Saturday and Sunday until elections. The goal of the campaign is to make certain that every registered voter, who is a library patron, gets out and votes.
- On North Chatham Community Day (October 15th), a table will be setup in front of the Library. Judy asked for volunteers to staff the table. Betsy offered to distribute information at the Farmers Market on September 30 and October 6th. Linda Romeo offered to distribute information at the Hunt Club's Landowner Dinner.
- Letters in support of the Library, will go to the Columbia Paper, Times Union, and Register Star.

Finance Committee

- The Committee will be meeting next week with Heather. Rick made a plea to the Board for for a Treasurer.
- Rick provided highlights from the year-to-date profit and loss statement. With the high return from the Cocktails in the Garden fundraiser, the Library has met its revenue goal for the year. It was the consensus of the Board to do an appeal letter, which would go out after the November 8th election.

Fundraising Committee

- Cocktails in the Garden – grossed \$4,400. Linda Romeo reported that the feedback she received was incredibly positive. She asked that more Board members help at these large fundraisers. Linda noted that, there were a lot of new people at the event. Linda suggested that material created for these types of events, follow a consistent Library branding format.
- The Committee will be meeting soon to discuss next year's fundraisers.

Marketing Committee

- North Chatham Community Day October 15th - The Committee agreed that the Library should have a presence on this day. Rick discussed setting up three tables: 414 campaign, books to take (donation) and quilt raffle. Betsy, Randi, Dale, and Rick offered to help staff the tables. Setup will take place at 8 am and run 9 am to 2 pm. Tents will be placed in the front of the Library and the Library hours will start earlier than usual.
- Linda Murawksi reported that the Committee met on Monday and discussed various items. Currently marketing duties are handled by volunteers or staff of Library with Vicki picking up the slack when needed. The Committee has decided not to post Library events on the website In My Back Yard (IMBY) because our posts are not prominent. Linda suggested a standardized format for marketing of programs and fundraisers, like the format that Dale developed for the Cocktails in the Garden fundraiser. Dale provided text and images for each Instagram post which included the date and time for posting. Judy mentioned the 414 campaign will use a similar process for Instagram and Facebook postings.

- Dottie, Vicki, and Linda Murawski will be meeting to discuss the inadequacies of the website. Email Dottie if there are other components you would like addressed with the website. Rick will follow-up with Dottie about the events module for the website.
- Brand identity – Kim discussed the reoccurring issue as to how we present ourselves. She advocated for a standardized use of font and poster layout. Additionally, she mentioned that material with typos, poor grammar, or bad printing, reflect poorly on the Library. It was discussed the importance of having multiple reviewers before material posted. Finally, she asked that we get new printer. The purchase of a new printer will be reviewed by the Finance Committee.

Building & Grounds Committee

Nothing to report.

Arts & Culture Subcommittee

- As part of the children's summer program, the Arts and Culture Committee hired puppeteer Amelia McIsaac. Vicki said the program was well received.
- Vicki invited everyone to Sunday's program with Laura Cannemela.
- Julie asked the Board whether we should have a holiday program or other something else such as an open house to thank the community for the passing of the 414 if it passes. For past holiday programs we had performances and refreshments. During COVID we had a Zoom program for children with a folk singer. Traditionally the holiday program has been geared towards children and family. It was the consensus of the Board to hold a program after our annual board meeting in December, if COVID is still a concern.

Live and Learn Subcommittee

- Vicki is waiting for our bookkeeper, Heather to provide the QuickBooks details so Vicki can get a handle in the financial status. Rick will reach out to Heather.
- A meeting of the Subcommittee is planned for September 19th.
- Upcoming programs:
 - Eco-Friendly Flower Arranging – Elaine Donges, October 12th.
 - Align your Finances with your Values – Michael Richardson, November 9th.
- Vicki was hoping that Nancy Dilly can take on more responsibilities for this program.

Executive Committee

Need a treasurer – Mark asked for job description.

Nominating & Governance

Nothing to report

New Business

Nothing to report

Rick made a motion to close meeting. Linda Romeo seconded. All in favor; motion passed. Next Library Board meeting October 12, 2022, at 7:00 pm.