

NCFL— Board Meeting Agenda for May 8, 2024

Board Members Present:

Mark Reamer, Kim Grethen, Linda Romeo, Kathleen Turley, Randi Walker, Betsy Winters-Russell, Catherine Forbes, Rick Werwaiss, and Bob Weiss

Also present: Shea Wert (Library Director), and Mark Wilson and Janet Schnitzer Board Trustees from the Mid-Hudson Library System

- Meeting called to order by Kim at 7:00 p.m.
- Kim moved to approve the April 2023 minutes. Betsy seconded. All in favor; motion passed.

Library Director Report

- Shea on her attendance at a Mid-Hudson Library System (MHLS) training for the summer reading program. She's now in the full planning preparations. The program starts the first week of July and runs for six weeks. The meeting highlighted a refocus of summer reading programs on literacy and creating programs that engage the reader and inspire life-long library use. Shea also reported on plans for a weekly story time for very young children. One program has been scheduled with two attendees confirmed so far. The program also includes a bingo card with prizes. Shea and Quinn will be the readers for story time.

Finance Committee

- Bob reported that we received a local library service grant of \$5,500 which was unexpected and welcomed.
- In terms of other grants, Bob provided a summary of grants based on last year's receipt and those that we have received to date. We also received a grant for programs to discuss aging and technology.
- Catherine listed other potential grant opportunities and Randi reported that anonymous donor for Live and Learn support is something we should not count on. Bob reported that we will receive the donation from the Lions Club for purchasing materials for sight impaired individuals. Berkshire Taconic asked for credit on the programs they sponsor. Shea reported that we can expect a donation from Stewarts. Julie acknowledged that she mentions Hudson River Bank and Trust donations in her programming materials. We budgeted for \$5,000 from Hudson River Bank and Trust. Rick offered to speak to them about a donation this year. Betsy offered to speak to Community Bank for a donation for the summer programs. Shea will follow-up with Liz Smith on the donation from Key Bank for which we typically receive \$500.

Fundraising Events

- Betsy reported that she learned how to add fundraising events to our library calendar. North Chatham Day will probably be held on October 19th.
- The winetasting fundraiser in June will feature wines of southern Italy. Betsy is working on publicity information.
- The cocktails in the garden fundraiser is August 10th.
- Artists' Open Studio Tour is May 19th. Kim needs volunteers for the cleanup crew which involves taking down pop-up tents and signs. Kim arranged setup crews and helpers for each

studio. Wrist bands will be dispensed to gain entry to the studios. Kim will prepare signs to indicate the location of the studio. One artist will set up in the Little Library.

Marketing Committee

- *Nothing to report.*

Building & Grounds Committee

- Shea contacted National Grid about programs available for the lighting revamp. They sent a third-party contractor to look at the lights. He prepared a report/application and submitted it to National Grid to see if we qualify and if so, for how much assistance. The contractor thought it likely that we would get some funding. The lighting offered through National Grid might be predetermined. National Grid provides funds for lighting and labor. Shea hopes to hear back in a week.
- Mark reported that the outdoor furnishings are out.

Arts & Culture Subcommittee

- Julie reported on the use of savvy social media publicity to promote the Artists' Open Studio Tour on May 19 — as a Mother's Day gift and weekly features of each artist with an image of art and very short bio. The fundraising event is on May 19.
- Julie should hear about their CREATE grant request for next year's artist series sometime in May.
- Julie spoke to Marion Roach Smith, who did memoir writing workshops at the library many years ago. She is willing to offer another a program for free, in Jan Langlois's memory since they were good friends. Julie remarked that this would be a lovely opportunity since Marion just celebrated that 107 memoirs have been written by her students over the years.

Live and Learn Subcommittee

Catherine reported on the following:

Recent Events:

- April 27, 2-4 pm: Intergenerational fishing program at Ooms Pond conservation area in conjunction with the Land Conservancy. We had 45 adults/children in attendance. The Columbia Land Conservancy (CLC) did not want to drive to pick up the fishing poles this year, but they did provide kayaks, tables, and event managers for the event. She managed to obtain the fishing poles from the NYS Department of Environmental Conservation's Fish Outreach Bureau and Kim/Catherine teamed to make that happen. Because the event was so successful, Catherine would do this again. Julie asked if there as a list of participants and that it would be helpful for our strategic planning and notification of other programs. Catherine offered to share it with Julie. Catherine reported that this was a joint promotional effort for the Library and CLC.

Upcoming Events:

- May 8, 10:00 am: Birding in the Hudson Valley. Presenter: Kathy Schneider Karen chair. Kathy sold all her books. The Board suggested that Shea put out a display of birding books.
- June 12, 10:00 am: Tick Talk— Nancy Winch, Master Gardener Volunteer; Cornell Cooperative Extension of Columbia/Greene
- September 24: National Alliance on Mental Illness
- October 2: Medicare 101
- October 9: Peter Bowden: Fall Clean up and Fall planting (free bulbs/plants)

- November To be determined (TBD): Ergonomics in the yard/garden: avoiding injury.

Other potential events in planning:

- TBD, panel discussion on Wills and Estate planning – Are you prepared?
- TBD, the committee is discussing/researching Home Health Care in Columbia County – there seems to be a real service vacuum in this area. More to come, but some advocacy might be in the works!

Next Committee Meeting: May 15 @ 10 am

Grant Meeting: TBD

Personnel Committee

- An initial meeting was held between the Personnel Committee and the Library Director to put the Assistant Director's duties into priority order. She reported that we reviewed the applications for the position and identified prime candidates. Out of a dozen applicants, there were three who met the qualification criteria identified.
- She also reported that one candidate dropped out, and the other two were interviewed. The result was the hiring of Quinn Schaeffer for the Assistant Library Director position, and we look forward to an exciting time ahead with a skilled person who is full of interesting ideas. Quinn lives in Nassau and is currently enrolled in the Master's in Library Science program at the University at Albany. He will be graduating this summer. He has been involved with the Nassau Free Library, and student-taught at the school libraries at East Greenbush. He's currently in training on our system and will work 15-20 hours a week.

Volunteer Committee

- Outreach has begun to get volunteers for the Open Studios Tour. Anyone interested in being placed at a studio to check wristbands and possibly direct parking should contact Kim Grethen (grethen@aol.com). Many offers came through to help with cleanup. Julie asked for the link to the volunteers' form.

Nominating & Governance

- Rick will be reaching out to Matt Davis for prospective candidate on the Library Board.
- Rick discussed many new people in the hamlet and others who might be contacted to volunteer. Various names were discussed.

Executive Committee

Nothing to report.

Strategic Planning

- Dottie Cummings offered to organize and run the focus groups necessary for collecting data to develop our Strategic Plan. Her participation is contingent on partnering with a Board member. There was some discussion about a chair for this. Julie and Katherine offered to help.

New Business

- Julie asked about the Trolley Station and asked for updates. Kim reported two items of significance:
 - Expect a transfer in July.
 - There's uncertainty about when the Library would receive the endowment. Kim will speak with Lana about the timing on this and other questions. Her hope is that the endowment would come when the transfer takes place. If the timing doesn't work, we wouldn't take possession of the station. If there's a delay in receipt of the endowment, we will ask to rent the station while the current owner continues to assume the expenses. The appeal letter has been held back until the transaction is better settled since this would be an item of significance to discuss.
 - Bob – called MHLS and found that there is a NYS Aid for libraries for capital improvements. This could be a funding source for our needs. The Dormitory Authority is another resource for funding since they have engineering resources. Bob is attending a seminar in June to learn how to go through the application process. Betsy asked if the money could be used for any improvements that we want to make at the Trolley Station. Bob reported that we can only pick one project a year. The funding is supportive of Americans with Disabilities Act compliance.
 - Mark Wilson mentioned that there is a need for a new member on the MHLS Board. He made a pitch for us to consider the vacancy. It's a five-year term, starting next year. The Board meetings are every other month and meetings are in Poughkeepsie. There would be seven meetings a year, each month about a 2-hour commitment. There is a requirement to serve on a committee. MHLS has a good reputation and Rebekkah is well-known.

Kim made a motion to adjourn the meeting at 8:30 p.m. Julie seconded. All in favor.

Next Library Board meeting is June 12, 2024, at 7:00 p.m.