

## **NCFL– Board Meeting Minutes for November 13, 2024**

### **Board Members Present:**

Allison Marchese Todd, Dale Saylor, Betsy Winters-Russell, Mark Reamer, Catherine Forbes, Linda Murawski, Joe Behn, Julie Kabat, Randi Walker, Kim Grethen, Rick Werwaiss, Bob Weiss

**Also present:** Shea Wert (Library Director), and Linda Romeo and Judy Albert participated by Zoom.

- Meeting called to order by Kim at 7:08 pm.
- Julie moved to approve the October 2024 minutes. Kim seconded. All in favor; motion passed.

### **Library Director Report**

Shea's report:

- Ongoing programs:
  - Adult Storytime – Monthly, average number of attendees - five
  - Baby and Toddler Storytime – Weekly, average number of attendees – two kids, two adults
  - Knitting with Sandy – Weekly, average number of attendees - four to six
  - Memoir - Monthly, average number of attendees – five
- Program Recaps:
  - Sign Making Workshop – 15 attendees, very well received!
  - Nature Walk - Columbia Land Conservancy – 8 attendees
- Upcoming programs:
  - Pokemon Go walk: November 23<sup>rd</sup>
  - History of Christmas Seals, December 14<sup>th</sup>
- Calendar Notes:
  - The Library will be closed for the upcoming holidays on 11/28, 12/24, 12/25, 1/1.
  - Shea will be away 12/5 -12/8.
- Staff Update:
  - Quinn accepted a position at Woodland Hills School as a Full-Time Librarian. His last day will be November 27<sup>th</sup>.
  - A previous applicant has been contacted about interviewing for a Library clerk position.
- Technology:
  - We purchased and set up three new staff computers - two desktops and one laptop. Printer options being explored.
- Trolley Station:
  - The address of the Trolley Station is 103 Depot St. Google Maps lists it as located in Nassau. Shea is working on fixing that.
  - Wi-Fi has been set up in the Trolley Station.
  - Still working on the alarm system. It will be a \$1000 charge to get it set up. Then about \$500 to cover the next 12 months. \$40 per month (same as we pay at the Library.)
  - Report from Directors Meeting: (Held Wednesday Morning): TBD

- Shea reported on excessive parking by cyclists in our parking lot. Some riders drove their car over the septic system. The Board agreed to start with a sandwich board to discourage parking on days with Library events. The statement would read, “Event Parking Only”.

## **Finance Committee**

Bob's report:

- The year-to-date income statement is attached.
  - The Library remains on track for the year except for items previously reported such as Trolley Station one-time expenses (e.g., legal), Appeal Letter etc.
- Highlights for the month:
  - \$5,000 contribution for Trolley Station taxes
  - \$2,000 contribution from Home for the Aged
- October month-end cash and CD balance: \$23,400; \$166,000
- Other:
  - 2025 budget process commences immediately post-Election day; Committee heads should be prepared to provide 2025 budget numbers by mid-November. Bob said that program people have three options: use last year's, use actuals from this year or calculate something different. Betsy asked how soon Bob needs it and he said by next week Wednesday is preferable. Note: the Library is required to provide the Town with its 2025 budget on or around 1/1/2025.
  - Starting to prepare the long-term forecasting for potential 2025, 414 campaign.

## **Fundraising Events**

Betsy's report:

- North Chatham Community Day, the breakdown of sales:
 

○ Quilt Raffle	\$1090
○ Bulbs	\$450
○ Books	\$285
○ Chili	\$439
○ <b>Total</b>	<b>\$2264</b>
- A detailed list of all preparations needed to plan this event has been placed in a folder for use in the future. A detailed list of all “day of” needs is also in the folder. Along with the two above lists are the recommendations for future Community Days. This information is available for board members and committee members to use for other fundraisers.
- Update on Wreath Sale - Dale reported that we are one wreath short of half the wreaths sold. We've sold 34 of 70.
- Fundraising Committee meeting to be scheduled for early December 2024. All Board members are invited to attend this meeting (once it is scheduled). All input will be appreciated. Betsy considers this meeting a brainstorming session.
- Allison offered to join the Fundraising Committee.

## **Marketing Committee**

*Nothing to report*

## **Building & Grounds Committee**

- Mark reported that the replacement of the steps starts on November 25 and should be completed in two days.

## **Trolley Station Committee**

Kim reported that the Committee met and decided on the following:

- Plaque
  - We are ordering a bronze plaque which will be hung in the Trolley Station's vestibule with the following statement:

“This trolley station was donated to the North Chatham Free Library on September 20, 2024, by George H. Vollmuth and in memory of his wife, Janet Langlois. The Library acknowledges George and Janet’s overwhelming generosity and commitment to the Library, the North Chatham Historical Society, and our community over the years.”
- Parking
  - We currently have official permission (from the Town) for ten spots. There is room to the right of the path to the front door (as you face the building) for an additional six spots. To the left of the walk is the septic system, precluding parking there.
  - Mark Reamer will begin pricing the installation of the new spots. Once we have an idea of a price, we can go to the Town of Chatham for appropriate permissions.
- Echo Mitigation
  - We discussed possible panel options. Linda Romeo and Kim Grethen are each putting together drawings to present to the Committee that would further explain their ideas, with a goal of the Committee adopting a plan.
  - We also discussed adding rugs to the floor. Multiple people on the Committee are loaning room sized rugs to the space for the brunch to see how much of an effect, rugs alone can have. Fingers are crossed; they make a noticeable difference.
- Problem to solve: None

## **Arts & Culture Subcommittee**

November Report, submitted by Julie Kabat

- On Sunday November 10, Arnon Moscona presented, “A Return to Realism.” Wonderful program, engaging discussion followed the presentation – 21 attendees.
- Our Subcommittee is contacting artists and preparing for next year’s series. Stay tuned!
- The final report is due by Dec. 1. More statistics will be available then.
- The Community Arts Grant is due March 1. Julie hopes to submit it in January.

## **Live and Learn Subcommittee**

Catherine’s report:

- RECENT PROGRAMS REPORT
  - October 26, 10:00 am: Android Smart Phones & You. Interactive presentation with Pam Dolan. Karen and Catherine were co-chairs. Attendance 12
  - November 2, 10:00 am: iPhone (Smart Phones) & You. Interactive presentation with Maria Cosenza. Karen and Catherine were co-chairs. Attendance 17
- UPCOMING PROGRAMS
  - November 16, 10:00 am: Call Me! Using FT/What's App/Skype/Zoom. Karen and Catherine are co-chairs.
  - December 11, 10:00 am: Build your terrarium with Linda Levitt at the Trolley Station. Leona is chair. The terrarium workshop will be our first in the Trolley Station and the group is excited to utilize that space.

- Shea and Ellen continue to do a terrific job with the publicity to good effect. Moving some of the events to Saturday has been notably popular.
- We are discussing writing a grant for sessions around aging in place and some other retirement topics suggested by the Subcommittee. Next meeting date: February 5, 2025, at 10:00 AM.

### **Personnel Committee**

*Nothing to report.*

### **Volunteer Committee**

- One person joined the volunteer list on North Chatham Day.
- Problem to solve: None

### **Nominating & Governance**

- Please share candidate names for executive board positions.
- Problem to solve: Not a problem, but making the candidates known will take a moment. If Randi Walker is running for Secretary, she will need a waiver to do the job for an additional year.
- Kim Grethen agreed to run as President. Linda Romeo agreed to run as Vice-President. Bob Weiss agreed to run as Treasurer and Randi Walker agreed to run as Secretary.

### **Executive Committee**

*Nothing to report*

### **Strategic Planning**

*Nothing to report*

### **New Business**

- Reminder: The brunch for George Vollmuth is this coming Sunday, November 17<sup>th</sup>, at 11 am. If you are bringing food or beverages, please arrive at 10:30 am.
- Please make every effort to attend the annual Board meeting in December. We will adopt our budget in that meeting.
- Julie asked how grant writing would be conducted going forward. Allison introduced grant ideas to Shea and Shea will continue to take the lead on those currently obtained for the Library. Allison would like to review the current grants received and research new grant potentials. Betsy was in the process of receiving information about grants. Julie asked about grants from the Akerman Foundation. Rick offered to supply a list of grant potentials.
- Shea reminded the Board about the annual requirements for Trustee training which is available through the Mid-Hudson Library System. Shea will let everyone know their status on meeting the requirements.

Randi made a motion to adjourn. Rick seconded. All in favor; motion carried.

Next Library Board meeting is our **Annual Board meeting** - December 11, 2024, at 6:00 pm.