

Henderson Free Library
Board of Trustees Meeting, August 24, 2021
Minutes

The August 24, 2021, meeting of the Board of Trustees of the Henderson Free Library was called to order at 1:09 p.m., by President Barbara Greene. Members present were Mrs. Greene, Leah Poulin, Missy Drake, Mary Bryant, Sara Treadwell, and Gretchen Martelle, and Director Emily Catania. Absent, excused, were Ann Trowbridge and Nancy Tackley.

Minutes of the July 27, 2021, meeting were emailed to members in advance of today's meeting. There being no additions or corrections, Sara moved, and Missy seconded the motion to accept the minutes as submitted. The motion carried unanimously.

Treasurer Ann Trowbridge presented her report for the month ending July 31, 2021. All bills are paid. Mary moved, and Leah seconded the motion to accept the July report as submitted. The motion carried unanimously. We have actually spent more money this year than we have taken in. A copy of the report is attached to these minutes. Good job, as always, Ann!

Director's Report:

- Stuffed Animal Sleepover: The program went well, with 21 people attending. Pictures were posted on Facebook, and the children were fascinated by the slideshow. Emily wants to continue the program, perhaps moving it back to spring.
- NCLS training for Emily and Bri: Training in some areas has been completed, with two more sessions upcoming.
- NCLS training – September 14: There will be a Board Basics Zoom training on September 14. Pre-registration is necessary, although there is no limit to attendance.
- NCLS Plan of Service: NCLS requires HFL's approval shortly after our next Board meeting. We will approve the plan in September.
- NCLS Annual Meeting: The meeting will take place on September 30, via Zoom.
- Judy Graus won a Summer Reading Program prize and subsequently donated \$250 to HFL.

Committee Reports:

- **Decorating Committee:** Fall décor is forthcoming, but not until really Fall.
- **Program Committee:**
- **Budget/Personnel:**

Old Business:

- Discuss change of hours: A schedule of new hours is attached to these minutes. Missy moved, and Mary seconded the motion that the new hours will begin on September 7, the Tuesday after Labor Day. The motion carried unanimously.
- Thank You to UAB and Paulette: Barb will send a thank you card to the UAB Board, and Gretchen will send an email to Paulette thanking her for attending the Town Board meeting last month.
- Discuss November Ballot proposition: Missy suggested lawn signs to advertise the upcoming proposition. We also discussed having a meeting with Jim McGowan, Melissa McElroy-Elve, Carol Hall, Ed Glaser and others who have offered to help make the townspeople aware of the upcoming vote. We will promote the proposition with flyers and on Facebook. We will also write an article to be included in the September issue of Sixtown Snapshots.
- Sign Emily's contract: Members of the board signed Emily Catania's contract.

New Business:

- Appoint Brianna Snyder as Library Assistant: Leah moved to appoint Brianna Snyder as Library Assistant at \$12.50 per hour, beginning August 16. Mary seconded the motion, which carried unanimously. Bri's payroll paperwork has been submitted to McWiz.
- Camera for Library: The camera that Mary Bidwell got from NCLS does not work well. It is worth every penny she paid for it. Barb did some research into purchasing a new digital camera. Gretchen moved, and Missy seconded the motion to purchase a new camera for around \$200. Sara will take care of the purchase. The motion carried unanimously.
- Voting Delegate/Alternate for Annual Meeting: We will return to this discussion at our September meeting.
- Covid Plan: We need to acquaint ourselves with our previous Covid plan. Signs will once again be placed on the doors, urging unvaccinated patrons and children to wear masks. Theresa, Pulaski, and Sackets Harbor libraries are requiring all patrons to wear masks. Story hour participants will be required to wear masks. We also need to be prepared to make whatever changes may become necessary.
- Fall Programming Ideas: Emily wants to begin the Pre-School Story soon. She will contact parents of prospective participants.
Mary suggested having a workshop to create salt dough Christmas ornaments, either for adults or children, or both. Mary will contact Dawn Dick to conduct the workshop. More programs will be discussed at upcoming meetings.
- 2022 Budget Planning: Nancy, Ann and Barb will meet to formulate the budget for 2022.
- We still have an opening for another board member. Several names were mentioned. Barb will ask Jen Newell if she is interested in joining the board.

- Barb suggested the creation of an HFL scholarship, possibly through Belleville Henderson. There are many details that need to be considered. We will discuss this further at our September meeting.
- Leah knows of someone who does embroidery on clothing. Our supply of t-shirts and other items is limited. Leah will talk to the woman. We may consider a new design.
- Barb has four computers, given to her by BHCS, which the library can have if we can figure out what to do with them.

The meeting was adjourned at 2:46 p.m., after a motion made by Sara and seconded by Mary.

Our next regular meeting will be held on September 28, 2021, at 1:00 p.m. in the Community Room.

Respectfully submitted,
Gretchen Martelle, Secretary
HFL Board of Trustees