

Henderson Free Library  
Board of Trustees Meeting March 23, 2021  
Minutes

The March 23, 2021 meeting of the Board of Trustees of the Henderson Free Library was called to order at 1:08 p.m., by President Barbara Greene. Members present were Mrs. Greene, Sara Treadwell, Nancy Tackley, Ann Trowbridge, Leah Poulin, Missy Drake, Mary Bryant, and Gretchen Martelle, and Director Mary Bidwell.

**Minutes of the February 23, 2021 meeting** were emailed to members in advance of today's meeting. There being no additions or corrections, Mary Bryant moved, and Sara seconded the motion to accept the minutes as submitted. The motion carried unanimously.

**Treasurer Ann Trowbridge presented her report for the month ending February 28, 2021.** All bills are paid. Nancy moved, and Leah seconded the motion to accept the February report as submitted. The motion carried unanimously. A copy of the report is attached to these minutes. Well done, Ann!

**Director's Report:**

- **Future Events:** Summer Reading Program will go on in one form or another. Some libraries are planning to hold outdoor events this summer, but we are all still in a state of limbo as far as programming is concerned. Mary has packed some pre-school-age Easter craft bags for distribution. We hope to be able to do some adult programs when things open up again.
- **New Website:** NCLS has changed to WordPress for the library websites. There is no timeline for completing the transfer. Mary is working diligently to learn the input process. There is money in our budget to hire someone to give her a one-on-one lesson.
- **Stewarts Grant:** HFL received \$1,000 from Stewarts. The money will be used to update the children's and YA non-fiction collections.
- **Alice Ward from the Henderson apartments** called recently to ask for used books to replenish their shelves.
- **Mary asked for Board volunteers** to help with some library tasks.
- **Director's paid time off report:** A New York State law requires that paid time off be recorded and reported monthly. Mary distributed a comprehensive report dating back to 2019. A copy of her report is attached to these minutes.
- Mary will be absent on April 1, April 3, and April 5. Ann will cover as she is able. Sara moved, and Mary Bryant seconded the motion to close the library on Saturday, April 3. The motion carried unanimously.
- Mary will find out on March 27 if Rachel Newell will be able to work as our assistant for the summer.

### **Committee Reports:**

- **Audit Committee:** Missy, Sara, Nancy and Ann met on March 9 to audit Ann's books. Nancy reported that everything was in perfect order.
- **Decorating Committee:** The Committee will gather soon to remove winter decorations and cheer up the library with Spring-y things.
- **Program Committee:**
- **Budget/Personnel:** The committee met and reviewed Ann's books. All is in perfect order. Thanks for a job well done!

### **Old Business:**

- **Financial Audit:** See above
- **Goals for 2021:**
  - Develop long-range financial plan
  - Update HFL Website
  - Revise Trustee HandbookAnn moved and Missy seconded the motion to adopt the above goals for 2021. The motion carried unanimously.
- **Library Assistant:** We are still uncertain about whether we will be able to be open this summer. If Rachel Newell is available to work, we will consider hiring an assistant after Rachel goes back to college.
- **Funding from Town of Henderson:** The Board discussed the options that Paulette Roes presented to us at our February meeting. The Board is in agreement that we do not want to proceed as a school district library. Other options are still under discussion.
- **Major Project for 2021:** One major expenditure for 2021 will be to increase the large print collection. Gretchen moved, and Sara seconded the motion to designate \$2,000 for the purchase of new large print books. The board also discussed a new sign for the front of the property. Nancy, Sara and Mary Bidwell will contact Stewart's signs in Cape Vincent after the Fire Commission is contacted for permission to upgrade the current sign.

### **New Business:**

- **Insurance** – Barbara spoke with Haylor, Freyer and Coon about our coverage. We are currently covered for \$50,000, with a \$250 deductible. Barb inquired about increasing both our coverage and the deductible, and she will report on various options at our next meeting.

The meeting was adjourned at Gretchen doesn't remember exactly when p.m., after a motion made by Leah and seconded by Ann.

Our next meeting will be held on April 20, 2021, at 1:00 p.m. This is one week earlier than usual, since Barbara will be away during our regular meeting date.

Respectfully submitted,

Gretchen Martelle, Secretary  
HFL Board of Trustees