

Henderson Free Library  
Board of Trustees Meeting, September 21, 2021  
Minutes

The September 21, 2021, meeting of the Board of Trustees of the Henderson Free Library was called to order at 1:00 p.m., by President Barbara Greene. Members present were Mrs. Greene, Leah Poulin, Missy Drake, Mary Bryant, Nancy Tackley, Sara Treadwell, Ann Trowbridge, and Gretchen Martelle, and Director Emily Catania.

**Minutes of the August 24, 2021, meeting** were emailed to members in advance of today's meeting. There being no additions or corrections, Nancy 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 August 31, 2021.** All bills are paid. Nancy moved, and Mary seconded the motion to accept the August report as submitted. The motion carried unanimously. A copy of the report is attached to these minutes. Good job, as always, Ann!

**Director's Report:**

- NCLS Annual Meeting: September 30, via Zoom. Emily will send the link via email for anyone who wishes to register. The keynote speaker is from the Greece, New York public library.
- Sara has purchased a new camera. Emily reports that she needs a cable for the SD card. She will check Amazon.
- Emily has received an email from Baker and Taylor indicating that titles may be very late in arriving, due to the impact of the Covid-19 pandemic. Emily has ordered as far ahead as she could, but there may be significant delays.
- **Committee Reports:**
  - **Decorating Committee:** Emily will ask Eric about the plastic totes with decorations stored at the bus garage.
  - **Program Committee:**
  - **Budget/Personnel:** The Budget Committee met just before this meeting. A copy of the proposed budget is attached to these minutes. The largest increase is in the cost of insurance.

### **Old Business:**

- Approve NCLS Plan of Service: Leah moved, and Sara seconded the motion to approve the Plan of Service. The motion carried unanimously. Emily will visit the NCLS link and check the YES box.
- Embroidery Items: next month, we hope ...
- Cards from Eileen Ditch: Mary reported that Eileen has many wonderful designs available for purchase. Eileen would like us to pay her \$1 per card, and we can charge whatever we want. Suggested prices are \$3 each or 4 for \$10. We will purchase several of the Christmas scenes for sale.
- Election Campaign: The Board has been working with Kathy Tabor-Montgomery to design and distribute materials to advise and inform our patrons of the importance of a "YES" vote on November 2. We are hopeful ...

### **New Business:**

- 2022 Budget: Missy moved, and Leah seconded the motion to approve the proposed budget, as compiled by the Budget Committee. The motion carried unanimously.
- The Fire Commission is considering raising the library's rent. The Commission will meet on September 28, at 6:00 p.m., and we would like representatives from the board to attend the meeting. Our current lease will expire in December. If the Commission decides to increase our rent, we will ask that the agreement be negotiated for five years, instead of three years.
- Request from Town of Henderson for Financial Information: Carol Hall has indicated that the Town Board requests the same financial information that we gave them last year. Ann and Barb have prepared documents to give them. They will likely also ask for checking account statements and copies of our savings account balances. Barb will ask Carol to meet with Ann and another board member here at the library to go over the statements, to avoid the expense of making photocopies.
- Programming: Programs are once again on hold because of the pandemic, and the rising number of cases in Jefferson County.
- In response to the growing Covid problem, the Board of Trustees will require all patrons to wear masks when they are in the library. Mary moved, and Sara seconded the motion to require that all staff and patrons wear masks until the county's case level goes back down or per CDC recommendations, effective September 22, 2021. The motion carried unanimously.
- Sexual Harassment Training: Board members are reminded to follow through on online sexual harassment before the October meeting.
- The board reviewed the materials submitted by Kathy Tabor-Montgomery.

The meeting was adjourned at 3:42 p.m., after a motion made by Nancy and seconded by Mary.

Our next regular meeting will be held on October 26, 2021, at 1:00 p.m. in the Community Room.

Respectfully submitted,  
Gretchen Martelle, Secretary  
HFL Board of Trustees