

Minutes: Board of Trustees, The Field Library, Monthly Meeting

Thursday, January 16, 2025

Present: President Douglas
Vice-President Bloom
Treasurer Noble
Secretary Fortino
Director Hysell

Trustees Present: Grimshaw, Kelley, Most, Srinivasan

Trustee Absent (Excused): Galella

Guests Present: Deputy Mayor Riley, Michael Spencer, Nina Levine

Meeting called to order 7:01PM

Public comment: None

Adoption of Minutes

Move to accept minutes to meeting December 19, 2024, by Most and seconded by Kelley.
Unanimously approved.

Director's Report: Report accepted as offered. Addendum to report: Finances-allocation from the Town of Cortlandt is significantly down (from \$76,404 to \$61,698) due to patron card purge and lower circulation. Strategy meetings are taking place with staff on how to market library programs directly to Town of Cortlandt, and specifically to Spanish-speaking population. Bookstore- The bookstore had to be closed on Wednesday due to septic pipe burst, which has been fixed. Meeting is being set up to meet with Maria to discuss how to handle books directly from the library. STEAM Lab- Architect is meeting with Director Hysell this coming Friday to discuss plans for STEAM Lab. Peekskill Film Festival- Upcoming meeting with George at the Paramount to discuss terms for PFF.

Treasurer's Report: Report accepted as offered. Material Budget: \$110k spent of the \$119k budgeted. 2024 Budget: \$94k under budget as at December 31 (figures are not yet final). Investments: Down 2% month to date/+7.2% year to date. A dollar gain of \$50k. Overall total investment balance at \$743k as at December 31.

Statistics: Work has begun on the Annual Report. Director Hysell to meet with Department heads to strategize marketing ideas to increase statistics.

WLS Report: Reminder: January 22nd Virtual session from Trustee Handbook Club Advocacy from 5:00pm to 6:30pm. Albany Advocacy Day on February 5th. No WLS December meeting.

Grants: Director's Report

Committee Reports

Audit: No report

Executive Committee: No report

Facilities Committee: No report. Exploratory discussion has begun on how to make the Children's room more engaging and where and how play stations could be set up.

Finance Committee: No report.

Fund-raising Committee: An "Adult Spelling Bee" is being explored as a possible fund-raising event. A trial balloon of Patron Appeal took place in December.

Governance: No report. Reminder that all Trustees must complete 2 hours of required training for 2025. See WLS website for upcoming training sessions.

Human Resource: No report

Nominating:

Move to accept the nomination of Catalina Fortino for a first three-year term by Most, seconded by Srinivasan. Unanimously accepted.

Move to make a motion to elect Michael Spencer to become Board Trustee member, filling current vacancy by Most, seconded by Kelley. Unanimously approved.

Members of the Nominating Committee met with Nina Levine; she has been invited to come before the full Board on February 20th, to interview for the candidacy of Trustee.

Discussion Items:

a. Trustee Oath of Office (voluntary)

As an association library, The Field Library is not required to take the Trustee Oath of Office, and any Trustee may abstain from taking the Oath. Discussion was taken up by the Trustees on these two points including the value of taking the Oath.

Trustees decided to voluntarily take the Oath in unison. There were no abstentions.

"I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of trustee of The Field Library, according to the best of my ability".

b. Friends of the Field Library

Director Hysell was invited to a Friends of the Field Library meeting, awaiting a response from Friends. Director Hysell will follow up with Friends on a list of suggested projects for future collaboration.

Old Business:

a. Children's Flooring Reimbursement

Treasurer Noble presented Resolution to reinvest reimbursed monies:

Whereas, in April 2023 the Board of the Field Library authorized the redemption of \$71,000.00 from the Field Library's Memorial Fund to fund capital project until the reimbursement of monies from the SAM grant.

Whereas only \$ 47,649.00 was reimbursed and no more monies are expected.

Now therefore, the Board authorizes the Library Director to reinvest \$47,649.00 into the Field Library Memorial Fund.

On motion moved by Noble, seconded by Kelley to authorize the Library Director to reinvest \$47,649.00 into the Field Library Memorial Fund, passed unanimously.

New Business:

a. Board Meeting Dates-Juneteenth Conflict

On motion moved by Srinivasan, seconded by Grimshaw on accepting Board meeting dates for 2025, and moving the June Board meeting to June 26th, passed unanimously.

b. Employment Verification Policy

On motion moved by Kelley, seconded by Grimshaw to accept the Employment Verification Policy, passed unanimously.

c. Updated Library Bill of Rights

On motion moved by Grimshaw, seconded by Srinivasan to accept the updated Library Bill of Rights, passed unanimously.

Moved to adjourn to Executive Session 7:55pm. Moved by Grimshaw and seconded by Kelley. Unanimously Approved.

Moved to exit Executive Session by Most and seconded by Kelley. Unanimously approved.

Moved to adjourn meeting by Most and seconded by Noble. Unanimously approved.

Meeting adjourned: 8:45pm

Next meeting February 20, 2025

Submitted by Catalina Fortino

Pending adoption by Board of Trustees on February 20, 2025