

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

Thursday, April 17, 2025

**Present:** Vice President Bloom  
Secretary Fortino  
Director Hysell

**Trustees Present:** Galella, Grimshaw, Kelley, Levine, Most, Spencer, Srinivasan  
**Trustee Absent (Excused):** Douglas, Noble

**Guests Present:** Deputy Mayor Riley, City Liaison

Meeting called to order 7:02PM

Public comment: None

**Adoption of Minutes**

Move to accept minutes to meeting March 20, 2025, by Most and seconded by Grimshaw, with one correction: WLS report: "This proposed Plan B would entail a **\$5.00** surcharge in new real estate transactions."

Unanimously approved.

**Director's Report:** Report accepted as offered. Director Hysell informed the Board of two staff changes. There might be changes to the utilities in the Field Bookstore; working with Verizon to update modem.

There was a security issue that took place on Sunday, after the library closed. Director Hysell will be working with the City Manager and Allied to propose a new safety protocol for closing library. Deputy Mayor Riley indicated that, along with the City manager, she wanted to be contacted if a library related security incident takes place in city property.

**Treasurer's Report:** No Report

**Statistics:** Director Hysell noted that the Statistics Report has been revamped, updated for greater accuracy.

**WLS Report:** April 30<sup>th</sup> -5:00pm-6:30pm- Board Development, Recruitment, Orientation, Education and Evaluation. November 18- 5:00pm-6:30pm- Next Level Trusteeship: Building an Effective and Impactful Board Culture.

State budget expected first week in May; mid-year correction is expected.

MLS is waiting for Federal budget to draw up budget.

**Grants:** Director's Report

## **Committee Reports**

**Audit:** Committee will meet after Auditors' Report has been submitted.

**Executive Committee:** No report

**Facilities Committee:** No report.

**Finance Committee:** No Report. Finance committee will be meeting on May 8<sup>th</sup> at 5:30pm to review first draft of the proposed budget.

**Fund-raising Committee:** Fundraising committee meeting took place on Thursday, April 17<sup>th</sup>.

1. **Mailing to new residents** is being coordinated by Director Hysell. This will include the Library welcome brochure, upcoming calendars, and an application for a library card. Mailing will be made to new residents pulled from the A to Z Database List as of the end of February, and from new homeowners pulled from realestatehudsonvalleyny.com after February. Trustees will be asked to deliver these packages to local real estate agents and to rental management companies. Target date for the first mailing will be the last week of May.

2. **Seeking sponsors for Film Festival.** The objective is to offset the cost of the Festival. Director Hysell will revise last year's sponsor sheet so the Trustees can solicit sponsors. Sponsors can be businesses and individuals. Trustee Most will create a shared Google spreadsheet on which Trustees can indicate who they are willing to contact. When delivering the welcome packets, real estate agencies will be asked if they would become sponsors. Director Hysell will develop a QR code for sponsor payments.

3, **Fall fundraiser event.** An alternative to the Chester Smith Award was discussed in the form of a "Spelling Bee" held in the Nutrition Room with an admission charge. Director Hysell offered to contact the Dobbs Ferry Library about their experience with a spelling bee fundraiser. Partnership with Jonathan Zamora, director of the Nutrition Center, was discussed. Details including target audience, price, capacity and other related items will need to be developed and finalized.

**Governance:** No report.

**Human Resource:** No report

**Nominating:** No report

### **Discussion Items:**

- a. Board Committees: Committees and Members document was reviewed. Trustees were asked to join at least two committees. Nina Levine joined the Ad Hoc Strategic Planning Committee. Michael Spencer joined the Facilities Committee.
- b. The 2024 Annual Report was submitted.
- c. Contract 1 Trustee Gathering- July 14, 2025, in Shrub Oak. Trustees are invited to this event to connect with other Board of Trustees.

**Old Business:**

- a. ICE/Immigration Policy & Procedure  
On motion moved by Srinivasan and seconded by Kelley to accept the ICE/Immigration Policy & Procedure, passed unanimously.
- b. Library Logo  
On motion moved by Grimshaw and seconded by Most to accept the proposed new library logo, with added spacing between the “I” and “E”, passed unanimously.

**New Business:**

- a. The Field Library has been contacted by Brownfield Cleanup Program; they are seeking a document repository for the project documentation to be available to the public. Director Hysell will reach out to them, to get more information and to request that a formal letter be sent directly to the Director of the Field Library.
- b. Director Hysell shared information on a series of webinars organized by Nonprofit Westchester, “Tools to Maintain Mission and Impact-Virtual Three-Part Series: Crisis Management, Budget Planning and Risk Management”. These webinars could count as trustee continuing education hours. As members of NPW, the fee can be reimbursed.

Moved to adjourn to Executive Session 7:39 pm. Moved by Grimshaw and seconded by Srinivasan. Unanimously Approved.

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

Moved to adjourn meeting by Kelley and seconded by Galella. Unanimously approved.  
Meeting adjourned 8:45pm

Next meeting May 15, 2025

Submitted by Catalina Fortino

Pending adoption by Board of Trustees on May 15, 2025