



# CRAGSMOOR FREE LIBRARY

POST OFFICE BOX 410 / 355 CRAGSMOOR ROAD  
CRAGSMOOR, NY 12420

## MEETING OF THE BOARD OF TRUSTEES SUNDAY, AUGUST 13, 2023 MINUTES (DRAFT)

Meeting called to order at 9:59 AM

All Board Members present : Donna Christie, Charles Affron, Mirella Affron, Mary McAlpin, Bernhard Roze, Stan Dashawetz, Ingrid Roze  
Also Present: Nancy Krom (director)

### LEADERSHIP REPORTS

- **Review of Minutes:**

- Review of Minutes of June and July meetings

Motion made and seconded to approve June 2023 minutes as submitted, all voted to approve Minutes.

Motion made and seconded to approve July 2023 Minutes as submitted, all voted to approve July Minutes

- **Treasurer's Report:**

- Reviewed Financial Report for July
  - Operating fund: \$50,862.00, savings: \$150,207.00, Total: \$200,899.00
  - Reviewed finances
- Motion made and seconded to approve July Financial Report, all voted to approve Financial Report as submitted

- **Director's Report:**

- July Report
  - 344 adults, 70 children
  - Reading program went very well this summer - 38 children, 24 adults for reading program; average per session about 7-8 children. Both a craft and reading for each session.
  - Good July

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## GENERAL ADMINISTRATION/FUNDRAISING

- **Plan of Service** (Formal review January, April, July, October)
  - Program Development
    - Getting an assistant for Nancy
      - Potentially an assistant may do outreach, community work, social media work, etc. Will develop a “job description,” which would point to the number of hours needed, etc.
      - Mirella will collect all the ideas about an assistant’s job description. Send ideas to Mirella within the next two weeks. Include ideas about social media engagement (Rachel).
      - Books- develop young adult and adult book collection (Stacey); get someone to help with Children’s collection, especially non-fiction.
  
- **Trustee Development**
  - Sexual Harassment Training required annually by New York State:
  - <https://www1.nyc.gov/site/cchr/law/sexual-harassment-training.page>
  
- **Plan for Future with Expanded Funding** (deferred)
- **Planning for Friends of the Library**
  - Have to make some decisions about how to approach developing a Friends of the Library group. First question: Do we want to start informally or do we want to have a formal organization?
    - Determined that: Since we are a Library Association, we will draw on members and engage them further. We need to energize/ develop the association (membership) into a more active organization. We have a structure as a membership organization, we should use it; including making emails more personal to members of association (vs. just the generalized “blasts”) clarifying what membership means, especially now that we have public funding.
  
    - Next steps:
      - Will Review exactly what the charter says about membership: Donna will review and send to Board.
      - Bernhard and Mary will review eBlast list and with Nancy determine who may be good to reach out to in a more personal way. Get list of steady “patrons” of the library and specifically

invite them to become members of “Association” (will need to review with them what membership means).

- Mirella and Mary will draft letters to members (people from 2022-2023) and to potential members (review eblast list and determine who to reach out to).
- Decided to have an Open House for members- October 14<sup>th</sup> at 5:00.

## **Events and Workshops: Reports and Planning**

### **• Events Held/Report:**

- Live screening of movie was cancelled.
- Grand Illusion- *movie night on Sept. 15<sup>th</sup>*
- Bird Cage – Raised: \$5,400.00
  - For the next couple of years: Start “celebrating” 100 yard of Building in 2024 and culminating in 2025.
- Summer Concert 7/29
  - Raised some money through donations, will gather information and report back.
- Annual Meeting 8/5- went well.
- Blueberry Festival 8/12-
  - Went well; will need more literature – a lot of the literature on Cragmoor associations went; books went. Need “follow us on...”

### **• Future Events/Program Planning/Brainstorming:**

- Book Club - will need to ask at the Open House
  - Not themed necessarily but would need to set books, etc.
- Music Lessons for Children? Keyboard, drums, etc.
- Survey or a way to get information from people. Nancy to ask people who come into the Library- what do you want of the library? Ideas? etc. Rachel will develop questions and we will review where and how to disseminate- 4 questions tops.

### **• Events/Presentations/Workshops in process:**

- RCLS Annual Meeting September 8 in Goshen.

## **Building/Facilities:**

### **• Parking Lot**

- Stan has two quotes on asphaltting the lot and met with person who knows about lighting.
- Three alternatives for surface (with grading): asphalt, semi-permeable asphalt and crushed stone. Looking into lighting alternatives.

- **Post Office Building**

- Decided on the gutter with filter to take care of flooding issue.
- Bathroom area finished with a water filter system; will need to change water filter once a year.

- **Library Sign**

- We need a sign for Library so people can easily see it is the Library so we will explore who can do it, as Roger Baker has not been able to do so.

**New Business:**

- **RCLS requested a “Circulation Development Policy .”** Nancy will ask for a “model” from RCLS and Rachel will ask Stacey.

**Slate of Officers**

- **Slate:**
  - Donna Christie- President
  - Mary McAlpin 1<sup>st</sup> Vice president and Mirella Affron 2<sup>nd</sup> Vice President
  - Ingrid Roze- Secretary
  - Donna Christie -Treasurer
- Charles called for acclamation. Officers were voted in by acclamation.

Motion made and seconded to adjourn the meeting; meeting adjourned at 12:25 PM

**Next Meeting:**

September 10, 2023, 10 am