

## **Dennis P. McHugh Piermont Library District**

### **February, 2022 Board Meeting Minutes**

Meeting date: Wednesday, February 9, 2022

Time: 7:00 PM via Zoom Video

**Present:** Danial Clark, Mitch Eiss, Judy Epstein, Len Hunt, Vicki Panetis, Kelly Ruby, Ed Stanford, Cara Stepanian, and Kristine Palacios

**Absent:** Shauna Seung

A Quorum was present

The meeting was called to order by Mitch Eiss at 7:04 PM

Approval of Minutes of the January 8, 2021 board meeting.

Motion to approve the minutes was made by Danial Clark.  
Seconded by Len Hunt. Approved unanimously.

#### **Director's Report:**

(1) The four SOCS D libraries have petitioned for a referendum to increase library funding through SOCS D. A successful referendum would also increase the funding the Piermont Library receives through the school district. The vote will be held on Thursday, April 28, 2022. Voting will be at the four hamlet libraries: Blauvelt Library, Orangeburg Library, Tappan Library, and Palisades Library. Piermont residents will vote at the Palisades library. Polls will be open from 10 AM to 8 PM.

A joint public hearing on the referendum will be held the week before the vote at 7 PM on Wednesday, April 20<sup>th</sup> at the Blauvelt Library.

(2) RCLS has been giving us information regarding the IT changes being planned. RCLS continues to give us pieces of their plan each month but has not yet given us any information or documentation on the financial impact their proposed changes will have. Their proposed changes have not been finalized nor presented to the Directors' Association at this time.

The Director's report was distributed to board members before the board meeting by Kristine Palacios. Various items in her report were discussed by the board. The report is available in the library.

**Treasurer's Report:** Vicki Panetis reported the following financials details.

Treasurer's Report - Jan 2022			Feb 9, 2022 Board Meeting
			<b>Fiscal Year 2021-2022 <u>Approved Budget</u></b> <b>\$388,050</b>
<b>Operating Account</b>	<b>Capital Account</b>	<b>Total Funds (as of 1/31)</b>	
\$159,182.85	\$335,121.00	\$494,303.85	
<b>January Revenue</b>	<b>Revenue YTD July '21-Jan '22</b>	<b>Revenue YTD July '20-Jan'21</b>	<b>Current % of budgeted revenue</b>
\$4,961.20	\$380,539	\$379,741	98% (\$7,500 shortfall)

<b>January Expenses</b>	<b>Expenses YTD July '21-Jan '22</b>	<b>Expenses YTD July '20-Jan '22</b>	<b>Current % of budgeted expenses</b>
\$37,688.20	\$279,061	\$226,179	72%
<b>Upcoming Fundraising Revenue expected:</b>			
Book Sale in March	Est. \$1,500	Farmer's Market	\$500/month through April
Arts and Crafts Fair in April	Est. \$1,200		
One other event in May/ June TBD	Est. \$1,000		

**Additional Notes:**

\*As previously reported, YTD Expenses also include \$34,133 of non-budgeted, unforeseen items (architect fees, oral history project expenses, front brick replacement and security battery). Expenses minus these items equal \$244,928 which is 63% of budgeted expenses.  
 - As previously reported, additional expenses incurred due to hiring of 2 additional staff members approved in Q1.

**Approval of Claim Sheet:**

Motion by Judy Epstein to approve the claim sheet. Seconded by Len Hunt. The motion was approved unanimously

**V. DISCUSSION ITEMS**

**1. Trustee continuing education requirements**

Mitch Eiss reviewed the requirement for each board member to complete a minimum of two hours of trustee education workshops each year to be in compliance with state regulations.

## **2. Discussion of fund raising and development of a Friends-of-the-Library group.**

Mitch Eiss discussed the need for the library to become more proactive in its fund-raising activities. Discussion by the rest of the board was in general agreement. It was noted that the library had an active Friends group in the 1990s. Judy Epstein gave some of the history of that group's activities and its ultimate dissolution in the mid-2000s.

## **3. Discussion of committees**

General discussion of the need and value/role of board committees and a review of whether all committees which currently exist are needed. There was much discussion on various committees and their usefulness, and we agreed to continue the discussion at our next board meeting.

## **VI. COMMITTEE REPORTS**

(1) Kelly Ruby reported that the policy committee worked out a new procedure for how to handle situations in which a staff member tests positive.

### **Old Business:**

1. Proposal from Berard & Associates for financial audit in fall, 2022

Be it resolved that the board approves the proposal from Berard & Associates to conduct a Board audit of the library's financial condition for the fiscal year ended June 30, 2022.

Motion by Ed Stanford Seconded by Cara Stephanian

Motion was approved unanimously.

**New business:**

None

**Adjournment:**

Motion by Judy Epstein to adjourn the meeting. Seconded by Kelly Ruby

The meeting was adjourned at 8:42 PM

Next Board Meeting: Wednesday, March 9 at 7PM.

Respectfully submitted,  
Ed Stanford, Secretary