

Dennis P. McHugh Piermont Library District

May 11, 2022 Board Meeting Minutes, 7PM

(In person at the Library and via video)

Present: Danial Clark, Mitch Eiss, Judy Epstein, Len Hunt, Vicki Panetis, Kelly Ruby Shauna Seung, Cara Stephanian

Present via Zoom: Ed Stanford **Absent:** none

A quorum was present

I. CALL TO ORDER The meeting was called to order by Mitch Eiss at 7:38 PM.

II. APPROVAL OF THE MINUTES

Motion to approve the minutes of the April 11, 2022 meeting was made by Vicki Panetis. Seconded by Shauna Seung. Motion was carried unanimously.

III. PERIOD FOR PUBLIC DISCUSSION

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

Our Craft Fair was a great event, with \$546 made which includes the sale of tables and the 50/50 raffle. 224 people attended the event. Feedback from the vendors was positive. Both the amount of time and the time of year was liked by the vendors.

The Juneteenth event is scheduled. There will be an outdoor celebration on Friday night and a program for kids on the Thursday prior. They are both co-hosted with the AME Zion Church in Sparkill.

RCLS has completed our IT Audit but has not yet sent us the report that the audit generates. The drafts of the IT contracts are being cleared by the RCLS Lawyer on May 17th. At that point, we should have a document to share that can be reviewed in committee and will then need to be approved by the board along with our decision on the path ahead for the next three years. We will not know our cost until after we make our decision between Full, Hybrid, or Independent IT.

The referendum for the School District Library funds has passed. Those funds will come to us around October this fall.

Two upcoming construction grant workshops through RCLS for the DLD grant: -
 May 20th Review of Eligible Projects -July 29th Mandatory session: How to Prepare a Successful Application

The complete Director’s report is on file in the library.

V. TREASURER’S REPORT

Treasurer’s Report - April 2022			May 11, 2022 Board Meeting
			Fiscal Year 2021-2022 Approved Budget \$388,050
Operating Account +	Capital Fund Account =	Total Funds (as of 4/30)	
\$73,140.81	\$335,086.00	\$408,226.81	
April Revenue	Revenue YTD July '21-Apr '22	Revenue YTD July '20-Apr'21	Current % of budgeted revenue goal
\$1,247.89	\$385,913.57	\$377,651.96	99.4% (\$2,136) shortfall)
April Expenses	Expenses YTD July '21-Apr '22	Expenses YTD July '20-Apr '21	Current % of budgeted expenses

Treasurer's Report - April 2022			May 11, 2022 Board Meeting
\$31,074.16	\$370,428.51	\$307,743.25	95%*
Upcoming Fundraising Revenue expected:			
Book Sale March 12-19	\$800	Farmer's Market	\$400/month through April
Arts and Crafts Fair April 30	\$546		
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 \$336,295.51 which is 86% of budgeted expenses.
 - As previously reported, additional expenses incurred due to hiring of 2 additional staff members approved in Q1.

There is a noticeable increase in the Thrift Shop revenues to the library. YTD through April the Thrift Shop has gone from \$1,900 last year to about \$5,000 this year. Also on the revenue side, library fines have increased about \$1,000.

Approval of the Claim Sheet:

Motion to approve the claim sheet was made by Kelly Ruby. Seconded by Len Hunt. The motion carried unanimously.

The claim sheet is on file in the library.

VI. DISCUSSION ITEMS

- A. Farmer's market: The contract with the Farmer's Market has been extended from May 22 through November, 30 this year.
- B. Trash cans: there was a discussion of the placement of trash cans outside the library.

- C. Board retreat: The board will hold a retreat on Thursday, May 26 from 9 AM to noon in the Hudson Room at the Library. Mitch Eiss discussed the plan for the retreat and said the discussion would revolve around a review of the Strategic Plan.
- D. Memorial Day Parade: The Library Board will march in the annual Memorial Day parade in Piermont on Monday, May 30.

VII. COMMITTEE REPORTS

- A. Building and Grounds: Len Hunt led a discussion of a handful of small projects in and around the library, including a discussion of moving and repurposing the large computer station that has been in the middle of the Hudson room.

The annual sewer cleaning was conducted, and the plumber reported that the system was very clogged. He found many paper towels, diaper wipes, and other non-flushable items stuck in the pipes. He recommended switching to an electric hand dryer to eliminate the paper towel issue but noted that baby wipes will still be a problem if patrons continue to disregard signage.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. ADJOURNMENT

Motion to adjourn was made by Kelly Ruby. Seconded by Danial Clark. The motion was passed unanimously.

Meeting was adjourned at 8:53.