

Dennis P. McHugh Piermont Library District

Board Meeting Minutes

Wednesday, December 14, 2022, 7:00 PM

(In person at the Library and via zoom video)

Present: Danial Clark, Mitch Eiss, Judy Epstein, Len Hunt, Shauna Seung, Ed Stanford

Also present: Kristine Palacios, Director

Present via zoom: Vicki Panetis

Absent: Ann O'Brien, Kelly Ruby

A quorum was present in person.

I. Call to order

The meeting was called to order by Mitch Eiss at 7:11.

II. Approval of the minutes for the November 9, 2022 meeting
Motion was made by Danial Clark. Seconded by Judy Epstein. The motion passed unanimously.

III. Public Expression

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

Usage numbers continue to be steady and at a high level. Visit numbers are also staying at a higher level. Program attendance is good, and more programs are to be added in January.

The Gift of Art program reception was attended by 310 people on Sunday, December 4.

We have found a replacement for the open clerk position. Jennifer Fagan. Her training will begin next week. She is local and very excited to take on the position.

We received the Bullet Aid check in the mail that had been promised back in the Summer. This was for \$3667 and arranged through Senator Elijah Reichlin-Melnick's office.

Our CREST grant submission has been sent along to the next steps. Senator Reichlin-Melnick's office is unsure what the status of the award is currently, but they will update us if they learn new information.

Frontline has completed most of their work here at the library for the IT switch. The new equipment is installed, and the network cleanup is 99% done. They will be returning to finalize everything in the next week or so.

Romeo Electric will give us a quote on installing electric hand dryers in the public restrooms. We are hoping that their quote will be reasonable so we can move ahead on that project. It would be a long-term cost savings and would also help with our plumbing issues.

V. TREASURER'S REPORT

| Treasurer's Report - November 2022 | | | Dec 14, 2022 Board Meeting |
|------------------------------------|--|--|---|
| | | | Fiscal Year 2022-2023 <u>Approved Budget \$407,800</u> |

| Treasurer's Report - November 2022 | | | Dec 14, 2022 Board Meeting |
|--|--|---|---|
| Operating Account + | Capital Fund Account = | Total Checking Funds (as of 11/30) | Investment Account (T-Bills) |
| \$232,649.57 | \$176,536.36 | \$409,185.93 | \$150,864.89 |
| Nov Revenue | Revenue YTD July '22-Nov '22 | Revenue YTD July '21-Nov '21 | Current % of budgeted revenue goal |
| \$2,813.88 | \$402,008.88 | \$372,511.63 | 98.6% |
| Nov Expenses | Expenses YTD July '22-Nov '22 | Expenses YTD July '21-Nov '21 | Current % of budgeted expenses |
| \$53,118.45 | \$188,072.63 | \$204,175.62 | 46.1% |
| Upcoming Projected/Completed Fundraising Revenue: | | | |
| Farmer's Market | \$400/month | | |
| Book Sale (Sept) | \$1,000/\$1,065 | Spring Concert (May?) | \$300/ |
| Silent Auction (11/4- 11/18) | \$300/\$1,785 | | |
| Gift of Art (begins 12/4) | \$1500/ | | |

Additional Notes:

- * Piermont Village Tax Levy - July 2022 \$290,000
- * Library System Grant LARC/LLSA - Aug 2022 \$1,291
- * School District Funds - Oct 2022 \$89,935.88
- * Spitzer Donation - Oct 2022 \$10,000
- * Check payment to Romeo Electric from Capital Acct - Oct 2022 \$8,450.00
- * Transfer from Capital Acct to LPL Financial (investment in 6-mo and 12-mo T-Bills) - Oct 2022 \$150,134.64
- * Mark Stewart (accountant) initiated short filing of 990 - Nov 2022 (to bring Fiscal year in line with Calendar year)

Approval of the Claim Sheet: Motion made by Len Hunt. Seconded by Shauna Seung. The motion passed unanimously.

VI. DISCUSSION ITEMS

- A. Board Retreat: Mitch Eiss led a discussion on the nature of the retreat and the goals for the session. We will search for a workable date.
- B. Trustee Education Requirements: New NY State regulations take effect in January, 2023. Every trustee is required to attend two hours of trustee education sessions per year.
- C. Board Committees: We should re-evaluate the makeup of our committees, assessing which committees should remain as standing committee's vs committees formed to deal with specific issues or projects.

VII. COMMITTEE REPORTS

- A. Special Events: The committee has held several events that have been successful and brought in "new" monies to the library.
- B. Building and Grounds: Sarvis Tree service completed the trimming of the two large sycamores on the SE side of the building.
- C. Election committee: Results of the election held today at the Library. There were 44 total votes cast. On the proposed budget: 42 yes, 2 no. The three candidates for board positions each received 39 votes.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

- A. Motion to approve mid-year raises for staff. Motion made by Judy Epstein; seconded by Shauna Seung. The motion passed unanimously.
- B. Motion to add additional \$50,000 from our operating account

to our investment account. Motion made by Mitch Eiss; seconded by Len Hunt. The motion passed unanimously.

X. ADJOURNMENT

Motion made by Vicki Panetis to adjourn the meeting to recognize and celebrate the long and valued service on the board of our two retiring board members, Danial Clark and Judy Epstein. Seconded by Len Hunt. The motion passed unanimously and with thanks. The meeting adjourned at 8:16 PM.