

Dennis P. McHugh Piermont Library
Board Meeting Minutes
Wednesday, April 9, 2025, 7:00 PM
(In person at the library)

Present: Mitch Eiss, Len Hunt, Anne O’Brien, Tina Roeder, Kelly Ruby, Ed Stanford, Sara Tucker, Shauna Wennerod

Absent: Vicki Panetis

A quorum was present in person.

I. CALL TO ORDER

The meeting was called to order at 7:04pm by Ed Stanford.

II. APPROVAL OF THE MINUTES

Approval of the minutes for the March 12 meeting: Motion was made by Mitch Eiss. Seconded by Sara Tucker. The motion passed unanimously.

Approval of the minutes for the March 25 meeting: Motion was made by Mitch Eiss. Seconded by Kelly Ruby. The motion passed unanimously.

III. PUBLIC EXPRESSION

There was no public discussion.

IV. LIBRARY DIRECTOR’S REPORT

Our new library director, Alexander Tretiak, presented the Library Usage Report and the Events & Programs Report (see below).

A. Library Usage Report – Period ending March 2025

Statistics for Library Usage

Libby:

	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
E-books	185	229	198	192	245	186	186	163	183	149	190	161	177
Audiobooks	296	239	243	274	235	245	225	254	220	240	228	207	224
Magazines	55	43	77	53	72	67	75	70	90	95	112	100	99

Hoopla:

	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
E-books	21	18	15	15	21	24	24	18	24	21	21	23	21
Audiobooks	35	42	52	52	46	46	39	39	47	42	47	55	55
Movies + TV	12	9	7	8	3	4	12	3	6	12	15	11	7
Music	0	2	0	3	0	1	1	0	0	2	2	0	0

Quarterly Digital Numbers:

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025
Libby	1425	1385	1458	1414	1641	1548	1536	1464	1498
Hoopla	162	167	176	154	201	223	221	214	257

In-Person Statistics:

	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Library Patron Visits	2008	2422	2906	2784	2754	2823	2507	2904	2119	1806	1941	1768	2292
Attd. for prgs & mtgs	565	404	337	291	404	354	457	599	332	545	526	455	532
Circulation	912	889	NA	NA	NA	920	603	815	516	546	769	783	892

Quarterly In-Person Statistics:

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025
Circulation	2676	2665	2693	2408	2500	889*	1523*	1877	2444
Patron Visits	4251	5623	6731	5865	5197	8112	8084	6829	6001

Previous Month's Checkouts by Shelving Location

Shelving location	Count	Shelving location	Count	Transaction type	Count	Borrowers
ACCUCUT	1	LTFIC	2	Checkouts	620	167
AUDBKCD	6	LTNONFIC	1	Renewals	272	93
BIOG	21	MUSICCD	2		892	202
BLURAYS	1	MYSTERY	6			
BOARDBK	20	NEWAUDBKCD	1			
CENTRAL	1	NEWBIOG	3			
DVDDOC	6	NEWDVD	1			
DVDS	43	NEWFICTION	13			
DVDWORLD	1	NEWLTFIC	3			
EASYNF	3	NEWMYSTERY	1			
EASYREAD	44	NEWNONFIC	16			
EXPRESSDVD	1	NONFICTION	82			
EXPRESSFIC	4	PAPERBACK	2			
EXPRESSNON	3	PASS	1			
FICTION	115	PERIODICAL	1			
FICTPOP	93	PICTUREBOOK	77			
GRAPHIC	37	SERIES	1			
HOLIDAYLOC	4	SPANISHFIC	1			
KITCD	1		620			
LOCALAUTHOR	1					

B. Events & Programs

March 2025:

DATES	TIME	PROGRAM/EVENT	TYPE	AGE	ATTENDANCE	NOTES
M 3/3, 3/10, 3/17, 3/24, 3/31	11-11:30am	Storytime w/ Nancy	On-site	0-5	15+10+22+16+12=75	
TH 3/13	4:30-5:30pm	Story & Craft w/ Nancy	On-site	0-5	10	3 registered
W 3/26	3-4pm	Fun for 3s and 4s	On-site	0-5	8	6 registered
M 3/3, 3/10, 3/17, 3/24, 3/31	5:30-6:15pm	Art Class w/ Alexis	On-site	6-11	10+11+12+9+11= 53	Waitlist
W 3/5, 3/12, 3/19, 3/26	5:30-6:30pm	Art Class w/ Alexis	On-site	6-11	11+11+11+11= 44	Waitlist
TH 3/27	4:30-5:30pm	PARP: Make a PARP Book Craft	On-site	6-11	35	7 registered
TU 3/4, 3/11, 3/18, 3/25	5:30-6:30pm	Art Class w/ Alexis	On-site	12-18	13+11+10+11= 45	Waitlist
M 3/3	5-6pm	YAK	On-site	12-18	9	3 registered
TH 3/6	10:30-11:30am	Gentle Yoga w/ Katie S.	On-site	19+	8	11 registered
W 3/19	3-4pm	Adult Book Club	On-site	19+	6	
SU 3/2	3-5pm	Art Show of the Month	On-site	gen int	45	Julia Bertussi
SU 3/9	3-4:30pm	Global Fusion & Future of Jazz	On-site	gen int	62	41 registered
SU 3/16	3-4pm	From Italy With Love Concert	On-site	gen int	56	29 registered; Salvatore Chiarelli
				TOTAL	456	

Non-Library Sponsored Programs/Events/Meetings

M 3/3	10-11am	Tutoring	On-site	12-18	2	
TH 3/6, 3/13, 3/20, 3/27	1-3pm	Mahjong	On-site	19+	10+6+7+6= 29	
W 3/12	12-2pm	Mahjong	On-site	19+	6	
M 3/3, 3/10, 3/17, 3/24	1-3pm	Canasta	On-site	19+	11+8+8+9= 36	
W 3/5, 3/26	12-2pm	Canasta	On-site	19+	6+4= 10	
				TOTAL	83	
				TOTAL		Includes library and non- 539 library sponsored events

Other Services (Totals for March 2025)

Reference Questions	240
Library PC Use	58
WiFi Use	141
Bathroom Use	416

April 2025:

DATES	TIME	PROGRAM/EVENT	TYPE	AGE	ATTENDANCE	NOTES
M 4/7, 4/14, 4/21, 4/28	11-11:30am	Storytime w/ Nancy	On-site	0-5	23	
TH 4/10	4:30-5:30pm	Story & Craft w/ Nancy	On-site	0-5		6 registered, Flower Craft
W 4/2, 4/9, 4/16, 4/23, 4/30	3-4pm	Fun for 3s and 4s	On-site	0-5	6	
M 4/7, 4/14, 4/21, 4/28	5:30-6:15pm	Art Class w/ Alexis	On-site	6-11	9	Waitlist
W 4/2, 4/9, 4/16, 4/23, 4/30	5:30-6:30pm	Art Class w/ Alexis	On-site	6-11	11	Waitlist
TH 4/17	4-6:30pm	Do-It-Yourself Craft	On-site	6-11		2 registered
TU 4/1, 4/8, 4/15, 4/22, 4/29	5:30-6:30pm	Art Class w/ Alexis	On-site	12-18	10+12	Waitlist
M 4/7	5-6pm	YAK	On-site	12-18		
TH 4/3	10:30-11:30am	Gentle Yoga w/ Katie S.	On-site	19+	12	15 registered
M 4/7	6-7pm	Tea Party Bingo- for Seniors!	On-site	19+	18	22 registered
W 4/16	3-4pm	Adult Book Club	On-site	19+		
SU 4/6	3-5pm	Art Show of the Month	On-site	gen int		Margaret Dowling-Murphy
TH 4/10	6-7pm	Presenting: Motown! with the Pettets	On-site	gen int		38 registered
W 4/20	6:30-7:30pm	Parent-Child Book Club	On-site	gen int		
TH 4/24	6:30-7:30pm	Family Bingo	On-site	gen int		6 registered
SU 4/27	3-4pm	Piermont's Remarkable Medical History	On-site	gen int		23 registered
				TOTAL		

Non-Library Sponsored Programs/Events/Meetings

M 4/7	1-3pm	Canasta	On-site	19+	9	
W 4/2, 4/9, 4/23, 4/30	12:30-4pm	Canasta	On-site	19+	5+4	
TH 4/3, 4/10, 4/17, 4/24	1-3pm	Mahjong	On-site	19+	13	
				TOTAL		
				TOTAL		Includes library and non-library sponsored events

Other Services (Totals for April 2025)

Reference Questions	
Library PC Use	
WiFi Use	
Bathroom Use	

V. TREASURER'S REPORT

A. Monthly Report

Treasurer's Report - March 2025				April 9, 2025 Board Meeting
				Fiscal Year 2024-2025 Approved Budget \$436,520
Operating Account +	Capital Improvement Account =	Total Checking Funds (as of 3/31/25)	Investment Account (T-Bills) (mkt value as of 4/8/25)	
\$45,353.77	\$38,239.03	\$83,592.80	\$479,049.89	
			Inv. Returns = \$37,335.16 (since inception) Chg in Mkt Value 1YR=\$22,664.06	
		Total Library Funds - \$562,642.69 (Total Checking plus Investment Account)		
March Revenue	Revenue YTD July '24-Mar '25	Revenue YTD July '23-Mar '24	Current % of budgeted revenue goal	
\$29.00	\$460,811.61	\$441,734.54	105.6%	
March Expenses	Expenses YTD July '24-Mar '25	Expenses YTD July '23-Mar '24	Current % of budgeted expenses	
\$25,908.08	\$343,560.47	\$302,946.63	78.7%	
Upcoming Projected/Completed Fundraising Revenue:				
Farmer's Market (June/July 2024)	\$400	Gift of Art Dec	\$2,361 Net (\$4,444 Gross)	
Spotlight Auctions July/Oct	\$450	Annual Appeal Donations	\$9,176	
Book Sale Sept-Oct	NA	Spring Book Sale		
Pumpkin Decorating Oct	\$435	Craft Fair May 3		

Additional Notes:

- Piermont Village Tax levy - July 2024 \$301,716
- School District Funds - Oct 2024 \$89,737
- RCLS 2024 Assembly Bullet Aid Grant received Jan - \$20,000

B. Claim Sheet

Motion to approve the claim sheet made by Mitch Eiss. Seconded by Len Hunt. The motion passed unanimously.

VI. DISCUSSION ITEMS

A. 259 Referendum

- The 259 referendum will take place on April 29, 2025. The five South

Orangetown libraries will be asking for a \$150,000 increase to our current funding.

VII. COMMITTEE REPORTS

A. Building & Grounds

- Len Hunt received a proposal of \$30,000 to replace all the carpets. He will get a second bid from another contractor.
- Our in-house contractor gave us a bid of \$3200 to install the bollards. Len will get a second bid from another contractor.
- Dimmers will be installed for the new lightbulbs in the office.
- Tina contacted Sustainability Westchester regarding solar panels. She provided further information to the Board to help us weigh the pros and cons of getting solar panels.

B. Special Events & Fundraising

The Spring Craft Fair is Saturday, May 3, 11am to 2pm. There is a possibility of extending the time to 3pm, but that has not yet been decided. All the vendor tables have been reserved and paid for. There will be crafts and face painting for kids. The Teen Film Festival is scheduled for May 29.

C. Policy

The Policy Committee continues to work on revising the personnel manual. We are using the template provided to us by Paychex which includes comprehensive language on federal and state policies. We continue to work on reorganizing the contents and tailoring the language to more specifically suit the Library, making it accessible to staff while ensuring we are compliant with the law.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

Mitch Eiss has requested that he resign as Vice President of the Board but remain as a member of the Board. Therefore, BE IT RESOLVED THAT the Piermont Library Board of Trustees hereby appoints Sara Tucker to the position of Vice President. Motion made by Anne O'Brien. Seconded by Tina Roeder. Motion passed unanimously.

XI. ADJOURNMENT

Motion to adjourn was made by Len Hunt. Seconded by Anne O'Brien. The motion passed unanimously. The meeting adjourned at 8:15pm.