

**Dennis P. McHugh Piermont Library District
Monthly Board Meeting Minutes**

MEETING DATE: Wednesday August 11th, 2021

Time: 7:00 PM via Video

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

Quorum was present

I. Minutes: July 2021 minutes accepted with one correction (In Old Business, historian Ralph Titus was not in Maine) and approved.

II. Library Director's Report/Statistics: Distributed by Kristine Palacios

- **OverDrive:**

	<i>July 2021</i>	<i>June 2021</i>	<i>July 2020</i>
Streaming Video	1	0	1
Audiobooks	117	124	106
Ebooks	232	190	278
OverDrive Read	145	87	129
Periodicals	8	8	2

- Kristine reported our circulation was 936 total items for July; this number is up from last month's 770. We had 45 curbside pickups in July, down from 105 in May. We had 545 in-person visitors for July, up from 270 last month, as well as 59 attendees to our outdoor hybrid programming.
- Kristine said the Children's Summer Reading Program has wrapped up; she will have numbers for trustees at the next meeting as they have not yet been totaled yet. Kristine added that the Adult Summer Reading Program is still going on and will conclude on August 27th.
- Kristine reported that the front walkway bricks are ready to go as soon as the landscaper, Meredith, is ready to go. She spoke to someone over there on 8/10 and was told we had to order the blank bricks before they could begin. Kristine said that somewhere they got wires crossed, since she had thought Meredith was acquiring the blank bricks themselves. She said she is now working on Meredith getting us on their calendar, but after several attempts has not yet been successful. Kristine said we need to order those blanks as soon as possible so we can get this project going. Kristine reported that Meredith said they should still be able to complete it by our deadline, but we also need to coordinate the closing of the library for the work, so she is hoping to resolve this soon. Len Hunt said he spoke with Meredith and we are on their calendar for the first few weeks of September, which should give us some cushion for the Library Birthday celebration on September 24th.
- Kristine reported that she had to replace a motor fan in one of the AC units. It is replaced and repaired. The cost was \$867. She noted that First Class Air does not do annual maintenance contracts; She said from now on she will call each May for annual service on the

- three units.
- Kristine reported that GPS has sent through a notice that our alarm system is sunsetting in October. She said they sent a price quote to upgrade to the necessary equipment to continue service, which includes a change with NY state going to ten digit phone numbers as well as an AES radio receiver. She said the the quote is for \$1042.50. Kristine said we need to complete this work by October. She said Gary will come out to do a site check this month to ensure the AES radio will work on our site; if it does not he will present other options. Mitch asked if Gary was “the only game in town” and that maybe we could get other quotes. Kristine said she had spoken with other library directors and they are paying twice as much. She noted that Gary is giving us a special rate since we are a non-profit. She said this system is separate from the security camera system that will be upgraded with the new building updates. Mitch noted that we have some padding in the budget for an expense like this and that this security upgrade is a “need” not a “want”. Kristine said she will give Gary the go ahead to get us on his calendar.
 - Kristine reported she has an interview for our open staff position next week; she said we have only received one application for the position, so she is hoping this candidate works out. She said they are a high school student. She added that she will keep the board up to date on the process.
 - Kristine reported she has replaced all the signage stating the library’s return to masks for all inside the library.
 - Kristine reported that that DLD Library Aid submission is just about completed. She said she is waiting on a couple of things to finalize it, including a formal

estimation of costs from the architects, Walter and Margaret, so that we can include them in the submission. Kristine reported that Stephen at RCLS is away on vacation until the 13th so she will not hear from him on one point of clarification until the following week as well. Otherwise, she said, the materials are ready to go. She added that there are two assurances that are part of the submission package that the board must vote to accept and then Cara Stepanian must sign the hard copies Kristine has so that she can mail them in to RCLS. Ed Stanford later asked Kristine if she could send the narrative portion of the aid request to the committee members.

- The motion was made that the board approves and accepts the two assurance that agree to follow through and complete the proposed project should the library receive the funding being requested under the DLD Library Aid submission. Motion was made by Ed Stanford. Seconded by Mitch Eiss. The motion was approved unanimously by the board.
- Kristine reported that the library trustees received a complaint from a New City resident in their email inbox regarding the bathrooms being closed. Ed Stanford noted that this seems to be a problem for the entire village of Piermont and needs to be addressed there.
- Kristine noted that she will be away on vacation from 9/12-9/17.

III. TREASURER'S REPORT/CLAIM SHEET

Mitch Eiss reports that as of 07/31/2021:

- We have \$380,746 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$635,647.

- We had \$280,756 in revenue for July (Piermont Village Funds, Fundraising, Fines). Total revenue YTD vs. same period last year was \$280,756 vs. \$290,988 (Spitzer contribution) respectively.
- Total expenses for July were \$37,038 or 9.5% of total budget. Total expenses YTD vs. same period last year were \$37,038 vs. \$23,413 respectively.
- Our budget this year is \$388,050. Our actual expenses through the first month are 9.5% of budgeted expenses. Net income for current fiscal year is \$243,718.
- We have reached 72.4% of our income goal.
- Mitch noted that the last increase to the village for the library was in 2014 and he believes the library will need to ask taxpayers for an increase in December.
- The claim sheet was approved and accepted.

IV. COMMITTEE REPORTS

- **Budget and Finance:**
 - Mitch Eiss says he will call for a committee meeting to discuss the library's existing bank account allocations.
- **Special Events:**
 - Kristine raised the issue of whether or not we need to require masking for the library's birthday event in September. Or should we make the event for vaccinated people only? Kristine said it seems like we will make it a mask only event. Len Hunt's band is all set to play at the event. Vickie Hertz will supply water and bubbly. Kristine noted we are gathering names to send out invitations.
- **Building, Grounds and Furniture:**
 - Len Hunt reported that he and Kristine have hopefully resolved the brick issue with Meredith and the bricks will be installed on the front walk the first week of September.

- **Personnel:**
- See above on new staff member replacement.
- **Elections & Nominating:**
- Nothing new to report
- **Policy:**
- Kelly Ruby reported the new health protocols and new by-law changes should have fixed any policy issues.
- **Goals and Strategic Planning:**
- Nothing new to report.
- **Purchasing and Technology:**
- Nothing new to report.
- **Historical Project:**
- Kristine reports that they now have 20 interviews completed for the project and are now working on one-minute clips of the interviews. She said they will be closing off submissions on Labor Day weekend. She said the interviews are great and we should have a very good project.
- **Black Lives Matter Projects**
- Kelly Ruby reported the book club on race continues to meet and she asked about an outside speaker, Virginia, who has not gotten back to Kristine about a possible presentation.
- **Building Expansion**
- Len Hunt reported on a meeting with the architects and asked if we could include their payment in the aid grant. Kristine said she believed we could but said she was having difficulty getting a written statement of cost estimates from them. Len said he would also reach out to them to get a written estimate.

IV. **Old Business:**

- No old business.
- Meeting Adjourned 8:11 PM

- Next Board Meeting: Wednesday, September 8th at 7PM.

Respectfully submitted,
Danial M. Clark, Secretary