

**Dennis P. McHugh Piermont Library District      Monthly Board Meeting Minutes**  
MEETING DATE: Wednesday January 13th, 2021    Time: 7:00 PM via Video

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

**I.      Minutes:** December 2020 minutes accepted and approved.

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

	<i>December 2020</i>	<i>November 2020</i>	<i>December 2019</i>
<b>Streaming Video</b>	0	3	0
<b>Audiobooks</b>	109	117	96
<b>Ebooks</b>	223	194	118
<b>OverDrive Read</b>	90	109	27
<b>Periodicals</b>	3	6	14

- Kristine Reported our digital numbers are holding strong. The ebook use has continued to rise and other digital formats are keeping pace. Hoopla has been bought out by Midwest Tapes, so their reports are not as good, but Overdrive released a new report that now shows some different formats. Kristine noted that there are some PDF and pending values in the charts. The PDF formats are ones that are now broken out separately; mostly opensource and public domain titles that didn't previously get tracked on their own. The pending items are items people have on their hold list to have checked out but have not yet used. Kristine said these totals are broken out now, whereas they were previously combined in the total number given. She added that Overdrive listen is an integrated music format. Len Hunt asked if the library could get an audible account for library patrons. Kristine said that we can't get one account for all to use. They would have to register through the account and would then have access to our credit card.

- Kristine reported curbside circulation was 718 total items; Picture books, Adult fiction and nonfiction, and DVDs are the main categories being used. She said this number is down slightly from last month (784), which she said is to be expected since November, December, and January are always our slowest months due to all the various holidays. As the new year progresses, Kristine said we should see these numbers holding steady.
- Kristine reported that we had 132 curbside pickups in December. This is more curbside than November, but the total visits for November were slightly higher, at 175. With the holidays and covid closings, Kristine added, this number is very good.
- Kristine said the library had to close the building down for 1 week due to a covid exposure. She said all staff got tested and came back negative. The building was given a special disinfecting electrostatic clean. She said that the staff was able to resume work normally once all protocols were completed.
- Kristine reported that at this time, she believes it may be wise to continue curbside-only pick-ups for two more weeks, until January 31st. She noted that cases have not yet had a steady decline, and that the projected winter peak is around January 20th. She said that if we can plan on February being our date for restarting appointment-only, in-person visits she thinks we will be able to do this successfully. Kristine said the library can reevaluate at the end of the month to make sure cases are declining. Kristine added that they will, as discussed, be adding a patron questionnaire with basic health questions when we begin allowing patrons back into the building. For now, she believes we can store the digital files in the Google Vault with a basic encryption. The physical paper forms will be stored in a filing cabinet in the library. When asked, Kristine noted that local library closings have been “all over the map”. Palisades library is open; Tappan had to close for a few days; Finklestein in Spring Valley had to close.
- Kristine reported the library’s programming continues to go well; she said we are running a tween/teen program series that has a good crew signed up--a successful tween/teen program. It’s a 5-week fashion design program – drawing and planning that she thinks will be very good. She noted the library will be holding another cocktail program for Valentine’s day (this time with the addition of cheese), as the New Years’ Eve event was a big success. She added the library will be working with PARP to hold Frida Khalo events to tie-in with their plans. For Black History Month, Kristine reported we are looking to get some events going; she said we have one on the Civil Rights Movement already, but if anyone has ideas or leads please let her know. Unfortunately, she said the event she was

hoping to hold on Henrietta Lacks will not be going forward; the presenter has had covid and covid-related complications and will not be able to run the program.

- Kristine also reported that RCLS is moving ahead with the Microsoft365 migration; they have not yet shared what the cost will be to libraries not participating. Kristine said our library will be exempt from the monthly and annual costs, but we will be forced to take on a share of the migration cost since they are contracting an outside firm to migrate all the data. While Kristine and a few other directors tried to fight this (she said migration is very easy and there is no reason to hire a consultant to do it), the majority of RCLS voted in favor. The total migration cost is just above \$22k and she said we will see our share in the form of ANSER fees in the upcoming year.
- Kristine added that Governor Cuomo extended his executive order for open meeting law through February, so the board can continue to meet via zoom. Kristine said she believes he will extend that monthly until the summer.
- Kristine said the annual state report has pushed their date to March, so she will be completing it in February this year. Once completed, she says she will present it for the board to look over.
- Kristine said the annual gift of art program was a big success! She reported we had \$3,270 in sales, with around \$1000 coming to the library. She said they are still working out the exact amount that is coming to the library from the sales, but overall we did well. She said that a while virtual event was very different, there are definitely aspects of this year's show that they will use going forward. She said that next year's show will likely be a blend of in-person and online, as will all our art shows going forward. When asked if we should do this program quarterly, Kristine noted that we do dedicate a monthly program to a local artist. The trustees discussed if we did this more often whether or not it would take away from the "specialness" of the annual Gift of Art program. Kristine said she would talk to Alexis Starke about possibly doing a program in the spring.
- Kristine reported that on the staff side, everything continues to go smoothly. She said their system of working in pairs has helped to keep any potential exposure limited, and all protocols in place are going well. Staff continue to work on internal collections and cleanup/organizational projects that are difficult to do when the library is open normally; she said the staff has reorganized and moved the teen section to a more visible spot in the library; she noted they have reorganized and consolidated the nonfiction and biography sections to better use the shelf space; and she said they have begun the process of making room to consolidate the bookshelf space.

- Kristine reported the staff is continuing to find professional development opportunities digitally. She added they continue to have regular staff meetings and trainings. Kristine said the staff have all been very good with communicating with each other and with her to ensure operations run at their best.
- Judy Epstein asked if Kristine followed through on a holiday meal for staff and Kristine said she did – ordering out lunch for staff between Christmas and New Years.
- **Budget & Finance:**  
Kristine had nothing new to report.
- **Building, Grounds and Furniture:**  
Kristine had nothing new to report.
- **Personnel:**  
See Kristine comments above.
- **Policy:**  
Nothing new to report.
- **Purchasing and Technology:**  
Nothing new to report.
- **Special Events and Outreach:**  
See Kristine’s note on Gift of Art above.

### III. TREASURER’S REPORT/CLAIM SHEET

- Mitch Eiss reports as of As of 12/31/2020:
- We have \$304,443 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$559,344.
- Total revenue for December was \$1,264, which included a \$1000 donation, RCS grant and Better World Books. Total revenue YTD vs. same period last year was \$375,032 vs. \$376,345 respectively.
- Total expenses for December were \$40,071 or 10.5% of total budget. Total expenses YTD vs. same period last year were \$189,758 vs. \$205,032 respectively. We incurred ERS payment of \$10,963 skewing our average monthly expenses upward.
- Our budget this year is \$382,300. Our actual expenses through the first six months are 50% of budgeted expenses, or we are running on budget overall YTD.
- Len Hunt noted that the Suez Water bill seemed high. Mitch noted we pay it quarterly but worth looking into. Len said he would check for any water leaks that might have increased the bill.
- Claim sheet approved.

### IV. COMMITTEE REPORTS

- **Budget and Finance:**
- Mitch Eiss reported:

- Completed 2020 FY State Financial Audit
- Current FY budget observations:
  - We are 97% of budgeted income goals. We are short \$10,000 in income projections: \$4,000 gifts and donations, \$3,000 fundraising and \$3,000 in fines, copies and fax.
  - Just an observation on \$10,764 programming costs YTD: we are running at 90% of budgeted expenses (\$12,000). The board discussed whether the library should cut back on programming and agreed we should not pull back on programming which has been very good. Mitch suggested we monitor what's been working and what's not been and what we want to achieve. Kristine noted that ironically, on-line programming that we've been doing is actually more expensive than in-person programming. Len Hunt suggested that maybe we ask some presenters to donate some of their time. Kristine noted that we already do negotiate their fees as low as we can.
  - We are at 52% of salary projections.
- **Special Events:**
- See Gift of Art and Programming Notes above.
- **Building, Grounds and Furniture:**
- Len Hunt reported that the Building Expansion Committee had its first feasibility meeting via Zoom. Len said he met with Walter Aurell, one of the original architects for the building. Len said they looked at the size of the lot and how much space we would need. He noted the library foundation is extensive with 100-foot pilings that would possibly allow us to build up and over the existing building. Obviously if we build above the existing building we would need an elevator. Len is looking into the possibility of hiring Walter as a consultant. Walter noted that for the original building, the deep foundation was so expensive that it cut into budget for finishing the building. Len noted that our biggest issue for building expansion will be funding it. He suggested he will try and co-ordinate a zoom building expansion committee meeting with Walter.
- **Personnel:**
- Nothing to report.
- **Elections & Nominating:**
- Judy Epstein reported on the new slate of directors for 2021: Cara Stepanian, President, Judy Epstein, Vice President, Mitchell Eiss, Treasurer, Danial Clark, Secretary. The slate of new officers was accepted and approved.
- Judy gave a moving appreciation of the board during her challenging tenure as President and noted that Cara will do an excellent job. As Vickie Hertz noted, Judy has been "an amazingly strong leader"
- Kristine said she would email the Oath of Office to the new officers to be signed and notarized.
- **Policy:**
- Nothing new to report.
- **Goals and Strategic Planning:**
  - Nothing new to report

- **Purchasing and Technology:**
    - Nothing new to report..
  - **Historical Project:**
  - Vicki Hertz and Kristine had nothing new to report but expect to get an update from Bill Batson who is the lead consultant on the project. He will help determine the first interview for the project and outline the timeline.
  - **Black Lives Matter Projects**
  - Kelly Ruby suggested we look into hiring a Pearl River librarian who is delivering a talk on how to talk to children about race. Kristine said she would reach out. Vickie Hertz noted that Kim Cross at the Nyack Center would also be good on this.
  - Kelly Ruby also said she would like to try and set up an anti-racism book club that could zoom every two or three months. The board agreed this was an excellent idea. Judy Epstein suggested that could be part of our Black History Month celebration.
  - **Building Expansion**
  - See notes above in Building and Grounds Committee report.
- V. New Business:**
- No new business.
  - Adjourned 8:28 PM
  - Next Board Meeting: February 10th. 7PM.

Respectfully submitted,  
 Danial M. Clark, Secretary