

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

MEETING DATE: Wednesday July 14th, 2021
Time: 7:00 PM via Video

Present: Kelly Ruby, Cara Stepanian, Len Hunt, Vickie Panetis, Ed Stanford, Mitch Eiss, Vickie Hertz, Kristine Palacios

Quorum was present

I. **Minutes:** June 2021 minutes accepted and approved.

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

- **OverDrive:**

	<i>June 2021</i>	<i>May 2021</i>	<i>June 2020</i>
Streaming Video	0	0	0
Audiobooks	124	125	115
Ebooks	190	231	468
OverDrive Read	87	132	274
Periodicals	8	16	4

- Kristine reported our circulation was 770 total items for June; this number is up from last month’s 576. She added we had 105 curbside pickups in June, down from 314 in May. She said the library had 270 in person

- visitors for June, as well as 64 attendees to our outdoor hybrid programming.
- Kristine reported that our digital numbers have waned a bit, but the numbers for Hoopla are up a bit suggesting patrons are moving from Overdrive to Hoopla. She said she expects that this is due in part to people getting used to coming in for their physical books again. Kristine said she would look for these numbers to be the relative norm going forward; She says that we've always known our patron base is more inclined towards the physical books when available, but the good news is that the usage we are seeing is still far and above what it was pre-covid pandemic. She believes the many folks who learned the digital side will keep that knowledge and have the ability to use these resources.
 - Kristine reported that our summer reading program has kicked off. She said we have a program for kids, as well as adults, so she says, if you have not signed up yet you should. Kristine said the library has a few large events planned, and she was able to coordinate with the local ice cream shop to get ice cream vouchers for all of the kids to get a free cone to substitute for the usual finale ice cream and pizza party. Cara Stepanian suggested we give recognition to the ice cream shop and owner and Kristine said it will be featured prominently on our fliers. Kristine also reported we will be running an outdoor scavenger hunt in August, but it will be more interactive than last year's and the kids can get special prizes from Ms. Nancy when they complete it.
 - On the personnel front, Kristine reported we are looking at some staff turnover this month; she said our newest hire, Justine, has been offered full time employment elsewhere. Kristine noted she has been excellent in the short time she's worked for us, and it is unfortunate but

not unexpected to see her go. Kristine is going to draft an advertisement to fill her position, while additionally attempting to get some cooperation from Civil Service to perhaps elevate Gayle's level to one that will allow more than 20 hours per week of work. Kristine noted we had few options last time she advertised this position, so she will begin the process right away. And she hopes we get some applicants. She said she will keep the board posted as things develop.

- Per the policy committee, Kristine reported there will be some updates to the library's health protocols. She said the discussion regarding those changes can come in that committee report, but she just noted that these changes will be brought to the staff and they will work through implementing them smoothly. Kristine said one issue she realized we missed: the restrooms are still closed. She said she'd like to keep them closed for now, with the exception that they may be used by those attending a library program. Kristine said this would help out Alexis when she is running art class, so that the little ones do not run into emergency situations. Kristine said that outside of that exception, she believes we should keep them closed to the public as we do not want to be the public restroom.
- Kristine reported she will be conducting two days of mandatory staff trainings. The first session will be July 28th and the second will be August 25th. Kristine said she will be closing the building for these trainings as they will run all day, but she said the library's programming will continue as scheduled as it is either outdoors or via zoom. For the second date, in August, she will be running the mandatory Anti-sexual harassment training with the staff and invite trustees to attend if we wished; she said they will simply be running through the state's online packet so she said if trustees

would rather complete that on their own they can. She asked trustees to just send her the certificate of completion. She noted this must be completed annually.

- Kristine said she attended the ribbon cutting for the Piermont Film Festival a few weeks ago, and the film by Charlie Samuels that she said was originally hoping to show at the library last year as part of this festival, will be shown separately this fall instead. Kristine says details will follow once she has them.
- Kristine reported we've had some developments with the completion of the library's history project. She said that it seemed that David, the videographer, was having some personal difficulties and would not be able to complete the project. Kristine had been having many conversations with Bill Batson and both felt they may have found a replacement. However, after subsequent conversations it seems as though David will in fact be able to complete the project. Kristine added that they are doing very well collecting interviews; she said they currently have 16 collected interviews and are scheduled to record 6 more in the upcoming week. She added that Bill has been working very hard to get these done and that she is very pleased with his work. Kristine said that Bill Batson has also requested that an additional thousand dollars of his total pay be given to him now, rather than at the conclusion of the project. Kristine said the total amount owed to him is not changing, but that he is just requesting that more of the amount be moved over to the paid column as the work ramps up. Kristine noted she has seen how hard he is working and thinks his request is fair; Kristine asked the Board if they would approve this. She said she knows that Ed Stanford and his wife Barbara were generously going to donate to the project; Kristine suggested that

perhaps they'd like their donation to go towards this? Or, she suggested, perhaps part of the \$2000 promised from the Piermont Historical Society? If not, Kristine said, the board should discuss where we'd like to take these monies from. Kristine reported that ultimately, we have paid the initial \$3000 to Bill and will owe him \$3000 more in total. The board agreed to advance Bill \$1,000 as long as some other money was withheld as incentive to wrap up the project.

- Kristine reported the library is in need of a new book drop, as the interior mechanism of the old ones are rusted through and not repairable. She said they are also no longer waterproof and she said items have been ruined in the heavy rains recently. Kristine reported a new unit will cost about \$4700.00 and this will be a dual unit for both books and media. Kristine says while she tried to supply the board with a few options with different price points, this is a very niche market and the only variance in price, she said, really comes in the shipping. She said all units cost the same from the three vendor options that exist. She added that there are upgrades for things like interior carts on wheels that she says we are not in need of, but outside of this they all run the same cost. The board requested we try to find a way to fix the existing drops for the next year and we can include new drops as part of the building expansion.
- Kristine reported that most of these updates can come in committee, but for building expansion she has gotten quotes for security installations from two companies, as well as the pricing out of shelving and tables. She added that for trustees who have not seen the most recent drawings, she will be receiving digital copies soon and will share—she added that she believes they're beautiful!

III. TREASURER'S REPORT/CLAIM SHEET

Mitch Eiss reports that as of 06/30/2021:

- We have \$136,431 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$391,332.
- We had \$1,854 in revenue for the month (Michael Armstrong \$1,000, fundraising, gifts, RCLS). Total revenue YTD vs. same period last year was \$385,221 vs. \$387,521 respectively.
- Total expenses for the month were \$34,606 or 9.05% of total budget. Total expenses YTD vs. same period last year were \$368,288 vs. \$384,671 respectively.
- Our budget this year is \$382,300. Our actual expenses for FY 2021 are 96.34% of budgeted expenses, or conversely, we ended the year 3.66% under budget.
- In summary, we reached 100.76% of our 2021 FY income goal resulting in \$16,933 of net income.
- Additionally for the fiscal year ahead, Mitch counseled that the board should be mindful of un-budgeted items such as \$5,000 book drops and architect fees and exercise caution in those expenditures.
- The claim sheet was approved and accepted.

IV. COMMITTEE REPORTS

- **Budget and Finance:**
 - Nothing new to report.
- **Special Events:**
 - Judy Epstein was absent however it was noted the committee will have another meeting to discuss the anniversary party and the budget for it.
- **Building, Grounds and Furniture:**

- Len Hunt and Kristine reported that replacement bricks for the front walk should be arriving next week. Kristine said the cost would be about \$4,385 for the bricks and \$7,500 for labor to install them. She noted there may be issues with the size of the new bricks being different from the original bricks. She believes they are slightly smaller. Mitch Eiss asked if the bricks would be installed before the library's September celebration. Len Hunt noted that Chris Meredith hoped to complete the brick work by the end of July. Mitch asked for cost details to be put in writing for him.
- Len Hunt reported the problem with a tree branch that fell on the library roof has been removed and the slight damage to the roof has been patched.
- Mitch Eiss asked about the status of a dispute over the library's parking lot boundaries. Kristine said there is a consensus that the parking slots belong to the library and that Mayor Bruce Tucker has the plans at the Village Hall to confirm this. However, Kelly Ruby suggested the Piermont Building Inspector did not believe the parking slots were the property of the library. Len Hunt said he would call Bruce and the Building Inspector to iron out this issue as the library does not want to cede any land that is believed to belong to the library.
- Cara Stepanian asked about some unsightly marks left by some Ivy on the side of the building. Kristine said the library handyman, Paul, would be addressing that and removing the marks with water.
- **Personnel:**
- See above on new staff member, Justine, leaving for a full-time job.
- **Elections & Nominating:**
- Nothing new to report

- **Policy:**
- Kelly Ruby reported on updates to the library health protocols. All unvaccinated patrons and staff will be mandated to wear masks. Masks will not be mandated for vaccinated patrons and staff. Masks will be required to be worn at all times in the children's room. Also, all patrons feeling un-well will be asked to wear masks or use curbside pickup. The library will be able to provide masks to those without one. The board voted to approve these amendments to the health protocols.
- Kristine submitted some proposals for library by-law changes that would allow for virtual meetings if necessary. Additionally there were some wording changes allowing for officers to serve consecutive terms if no one else stepped forward to fill the positions as well as determination of a quorum as being simple majority of 9-member board rather than current by-law stating 5 trustees constitute a quorum of the 9 member board. It was determined that the board would hold a special meeting later in the week to vote on the proposed by-law changes.
- **Goals and Strategic Planning:**
- Nothing new to report.
- **Purchasing and Technology:**
- Nothing new to report.
- **Historical Project:**
- See Kristine reports above. She said they are getting additional subjects to interview from interviewees and she is very excited about how the project was proceeding.
- **Black Lives Matter Projects**
- Kelly Ruby reported the book club on race continues to meet though its size is dwindling during the summer. She said the Juneteenth event at the library went well

and she hopes the Baptist church will help make it an annual event.

- **Building Expansion**
- Kristine reported she has been working with RCLS to fill out a grant (aid) proposal for the library's expansion plans. Len Hunt noted he has been speaking with potential plumbers and electricians. The question arose as to whether or not the library needs competitive bids from contractors. Len and Kristine said they would get an answer on this.
- The architects submitted a substantial invoice for their work and the board was concerned what the invoice covers exactly. Mitch Eiss said it was important to get a breakdown of what exactly we are paying the architects for. Kristine said she would set up a phone call with the architects and that Mitch would join a subsequent phone call to get more details on the invoice.
- **V. Old Business:**
 - It was noted that the library's historian, Ralph Titus, has returned from Maine and wants to resume his Piermont history research. The board suggested we reach out to him to determine his health and if he plans to resume the work. The board suggested we needed to get closure on this project. Kristine said she would reach out to former board president Marian Armstrong to find out more about Ralph's status.
 - Adjourned 9:28 PM
 - Next Board Meeting: Wednesday, August 11th. 7PM.

Respectfully submitted,
Danial M. Clark, Secretary

