

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

MEETING DATE: Wednesday June 9th, 2021  
Time: 7:00 PM via Video

**Present:** Danial Clark, Kelly Ruby, Cara Stepanian, Len Hunt, Vickie Panetis, Kristine Palacios  
Quorum was present

- I. **Minutes:** May 2021 minutes accepted and approved.
  
- II. **Library Director’s Report/Statistics:** Distributed by Kristine Palacios

- **OverDrive:**

	<i>May 2021</i>	<i>April 2021</i>	<i>May 2020</i>
<b>Streaming Video</b>	0	0	0
<b>Audiobooks</b>	125	134	108
<b>Ebooks</b>	231	251	453
<b>OverDrive Read</b>	132	106	252
<b>Periodicals</b>	16	63	8

- Kristine reported our curbside circulation was 576 total items for May; this number is down from last month’s 590. We had 314 curbside pickups in May,

up from 223 in April.

- Kristine reported that people are still consistently using curbside, as they have told us they enjoy the simplicity of it. She says we will continue to offer this service permanently. She reported we had 91 in-person visits since the 17th when we reopened. It has been slower, but it is slowly picking up as the summer gets closer.
- Kristine says we are getting ready for the Summer Reading program; we have some programming scheduled, and many activities for the kids and a program for adults too. The Program will begin the last week of school and carry through for 8 weeks.
- Kristine says our new hire, Jen, has been excellent. She fits in very well with the staff and has picked up everything very smoothly. Our second hire will be beginning on June 17th, and Kristine has high hopes for her as well. Her name is Justine Veras. She speaks fluent Spanish so Kristine says that will be a big plus for our library.
- Kristine has the parking lot signs ready to be installed. She is discussing with Paul whether he can complete the project. Kristine has a steel chain and padlocks across our parking lot now; She adds we should be resolved for our weekend events going forward.
- Kristine reports we have changed the date of our birthday party event to September 26th; She says the committee realized that the 12th will be the weekend that falls on the 20th anniversary of 9/11 and they felt that it would be inappropriate to throw a party on the date. Kristine will attend the village board meeting to square away the permit, and have confirmed with Bill that he is free to attend on that date. The committee will be meeting after July 4th to

see how everything stands in the world to start making some determinations on the guest list for the indoor event, as well as finalize more plans. Kristine will create invitations, etc.

- Kristine has placed the order for new engraved bricks. She says they will be shipped on or before July 7th. As expected, the lead time here is longer than advertised, but that's not terribly surprising, according to Kristine. She has not heard from Chris regarding ordering the blank bricks; he was supposed to pick up a sample to match but has not done so yet. Len Hunt said he would reach out to Chris.
- Kristine says our book and DVD drops are beginning to really fall apart; she says they are rusting out and the spring-loaded insides no longer function. Over the weekend, the mechanism inside finally broke. Kristine says these are expensive to replace, but it will be a necessary cost. She says we can continue to use them but items placed inside will crash down to the bottom and possibly get damaged. New ones are roughly \$2500-\$4000 depending on the size. Kristine said she would price out some options and send those out via email.

### **III. TREASURER'S REPORT/CLAIM SHEET**

Mitch Eiss reports that as of 05/31/2021:

- We have \$169,353 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$424,254.

- We had \$2,477 in revenue for May (Thrift Shop, BWB, bricks (2)). Total revenue YTD vs. same period last year was \$383,367 vs. \$387,521 respectively.
- Total expenses for April were \$25,870 or 6.77% of total budget. Total expenses YTD vs. same period last year were \$333,682 vs. \$356,052 respectively.
- Our budget this year is \$382,300. Our actual expenses through the first 11 months are 87.28% of budgeted expenses, or we are running 4.8% under budget overall YTD.
- In summary, we have reached 100.28% of our income goal.
- Len noted on the claim sheet we had the drain unclogged. He noted we also have a dead branch that may need to be removed.
- 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. They will also meet to discuss the Juneteenth celebration being planned at the library.
- **Building, Grounds and Furniture:**
  - Len Hunt reported some committee members had a good meeting with architects. Walter and his colleague Margaret came with good ideas for re-doing the inside of the library.
- **Personnel:**
  - Cara noted the committee met to talk about staff raises. She said the committee agreed that while we couldn't do much in terms of raises we should be able to do

one-time bonuses. Cara noted we will have another meeting to go over Kristine's review. The staff bonuses were approved by the board.

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- **Elections & Nominating:**
- Nothing new to report
- **Policy:**
- Kelly Ruby suggested we need to hold a meeting to discuss changes in health and mask guidelines for the library
- **Goals and Strategic Planning:**
- Nothing new to report.
- **Purchasing and Technology:**
- Kristine reported she installed a mesh network for library wifi that seems to be working pretty well.
- **Historical Project:**
- Kristine reported we are chugging along with interviews. She said they are trying to spread the word to get new interviews.
- **Black Lives Matter Projects**
- Kelly Ruby reported the book club on race continues to meet.
- **Building Expansion**
- See above.
- **V. New Business:**
- It was noted that the library's annual teen film festival is tomorrow night.
  - Adjourned 8:12 PM
  - Next Board Meeting: Wednesday, July 14th. 7PM.

Respectfully submitted,  
Danial M. Clark, Secretary

