

Dennis P. McHugh Piermont Library District Monthly Board Meeting Minutes
 MEETING DATE: Wednesday February 10th, 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: January 2021 minutes accepted and approved.

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

	<i>January 2021</i>	<i>December 2020</i>	<i>January 2020</i>
Streaming Video	0	0	1
Audiobooks	100	109	107
Ebooks	145	223	77
OverDrive Read	174	90	62
Periodicals	12	3	6

Format	Checkouts
Adobe EPUB Ebook	244
Adobe PDF Ebook	1
Kindle Book	727
Open EPUB Ebook	1
OverDrive Listen	535
OverDrive Magazine	108
OverDrive MP3 Audiobook	478
OverDrive Read	448
Pending (Audiobook)	62
Pending (Ebook)	164
Streaming Video	5

Checkout By Format - 2019 full year Checkouts By Format

Format	Checkouts
Adobe EPUB Ebook	378
Adobe PDF Ebook	8
Kindle Book	1037
Open EPUB Ebook	1
OverDrive Listen	773
OverDrive Magazine	78
OverDrive MP3 Audiobook	507
OverDrive Read	1447
Pending (Audiobook)	85
Pending (Ebook)	81
Streaming Video	6

- Kristine Reported our digital numbers remain steady; She added we continue to see good usage of our digital collections and that e-books were particularly strong. She noted that the pandemic has actually helped boost the digital numbers.
- Kristine reported our curbside circulation was 691 total items for January; this number is down from last month, however she noted we had covid closings that required the library to be fully closed. This number will likely rebound in the coming months, but is still a good number overall.
- She said the library had 191 curbside pickups in January. She added this is a great number considering the covid closures the library experienced. She said patrons continue to use and engage with the library in positive ways.
- Kristine reported the library had to close the building down for several days in January to wait for covid results from staff, as well as the week of Feb. 1-5. She said she reopened Monday after being closed for a week to sanitize the building and get staff tested after a staff member tested positive for covid. She reported this staff member is currently out and will remain out until they and their household are cleared. Kristine said they are managing staffing schedules and maintaining curbside pickups despite being down a staff member.
- Kristine noted she had discussed February 1st as a date to reopen limited inside services; however at this time she believes that is not feasible; while down a staff member, she said we will need to continue curbside pick up only. She added when the staff is back to full roster, she will notify the board and can then determine if it

- makes sense to expand services, but that it would be at least several weeks.
- Kristine reported the library's programming continues to go well; she said the library has some great offerings coming up, and many are already filled. She said the library has been receiving many positive feedback emails regarding programming, so she believes we are doing all the right things to provide events to our community. She is interested in trying some gardening programming along the lines of the Victory Gardens as well as a bird program that Judy Epstein had found.
 - Kristine said we have a new show in the Art Gallery Online; she noted we continue to grow interest from artists to hold virtual shows. This interest was slow building, but steady and she says we now have several months of interest in shows.
 - Kristine reported that the staff is working well and she believes operations continue to be smooth; She said we've maintained protocols and are operating safely. She wanted to add that she is proud of our staff and says they have fared far better than many of our neighboring libraries for covid exposures and closings. She added that she believes the staff is very dedicated to keeping each other and our community safe.
 - Kristine reported that she believes the library's history project is making great strides and that they have the plans in place to begin interviews. She said project manager Bill Batson and his assistant David are prepared and are ready to move ahead. The projected launch date is March 1. Kristine is creating promotional materials for the project, and this includes a website. Kristine said the domain name for the project costs \$12 for the year, and she proposes buying the domain for two years to begin with, with renewal as it comes up (she noted there is no discount for pre-buying years). To host a website with the domain, she has found viable sites for \$4/month (\$48 for the whole year) and she would like to move forward with this. She said she is able to maintain the domain herself, so we would not need an outside party to administer it. She said she will create the website herself, and will have it ready for launch with the project. She said the free alternative would have a bulky, non-user-friendly URL, so she believes this method would be preferable. Kristine said we can use in-house tools for the rest of the basic PR materials, and she said it would only be for our final presentation of the project that we may need to utilize an outside printer for large poster and materials. Kristine will keep a running tab of expenses and the board approved the costs for the domain names. Kristine will also reach out to Daniel Spitzer to let him know we are planning to put \$3,000 of his donation into the project. Cara wanted to know if the maintenance of the website would take a lot of time for

Kristine. She said the initial set up isn't hard and it should be simple enough for her (Kristine) to do. Len Hunt wanted to know if there would be a hard copy of the project results for library patrons possibly even to take home. Kristine said we hadn't gotten that far yet but Vickie Hertz added that those things will be considered as we go along.

- **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 history project above.

III. TREASURER'S REPORT/CLAIM SHEET

Mitch Eiss reports as of 01/31/2021:

- We have \$275,715 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$530,616.
- Total revenue for January was \$4,705 which included \$3,430 gross revenue (net \$1,356) and \$1,175 in donations and gifts and \$100 from the Rowing Club. Total revenue YTD vs. same period last year was \$379,887 vs. \$383,036 respectively.
- Total expenses for January were \$33,463 or 8.8% of total budget. Total expenses YTD vs. same period last year were \$223,221 vs. \$247,353 respectively.
- Our budget this year is \$382,300. Our actual expenses through the first seven months are 58.4% of budgeted expenses, or we are running on budget overall YTD. We are \$2,400 short of our revenue goal.
- The January Claim Sheet was accepted and approved.

IV. COMMITTEE REPORTS

- **Budget and Finance:**
Mitch Eiss said there was nothing new to report for the committee, although he will probably call a meeting soon to touch base. Cara Stepanian noted that she will have increased duties as the new president and so may move on or off some of her previous committee assignments. Vickie Panetis noted that she was interested in serving on the Budget Committee.
- **Special Events:**
Judy Epstein said there was nothing new to report but noted that Kristine has done an excellent job in lifting the quality in our programming. Judy noted an

excellent virtual tour of the New York Public Library. Kristine added there will also be a new program on “The View from the Bench” from a sitting judge from the second circuit court.

- Kristine also noted that Alexis Starke is working on a program about Frieda Khalo. She said when they had the dates they would be loaded into the library calendar. Kelly Ruby said she could organize fliers to go into kids backpacks.
- **Building, Grounds and Furniture:**
- Len Hunt asked Kristine how the snow removal has been going. She said that the parking lot and front bricks had been cleaned from a recent large snow, but that the sidewalks were three feet deep. She added that Chris Meredith had not been very responsive when she tried to reach out. Len suggested that the snow was much more than expected and overwhelmed nearly all of the local contractors. Len suggested we closely monitor how Meredith is doing. Kristine noted that Paul Winklemeyer had offered to clear sidewalks if necessary. Len also volunteered.
- Judy Epstein raised the issue of the front brick patio and replacing bricks. Chris Meredith never really gave us a quote for that project. Len suggested that we should push Chris but that we should also try the person Judy initially spoke with, Carmen Giglio, who landscaped around the chess boards on the mall. Len also suggested contacting Alex Flores of AG Flores landscaping to see what they could do for us. Len said we could get bids in March.
- Kelly Ruby asked if we ever got the high-quality filters for the library. Kristine said no but that the filters we have are Hepa filters and that Paul Winklemeyer changes them frequently. Kristine said she would look on-line to see if we could order the highest quality filters for the March change.
- Len said he spoke with Walter Aurell about meeting with the building expansion committee in February to talk about an expansion to the library building. Len said he would set up a committee meeting before the next board meeting in March.
- **Personnel:**
- Kristine reported that the protocol for a staff member sick with covid is 5 days after no new symptoms they can come back to work. After five days and they still test positive then they would need a note from their doctor. Ed Stanford wondered if we should think of adjusting our staffing so that the library wouldn't have to close if just one staff member was out. Kristine noted that the staff member who tested positive also had the bulk of the hours to work. She said it wasn't really feasible to have just one person in the library to handle all the tasks of answering phones, answer the door and answering questions. She noted that some of the staff members had other jobs and couldn't come in on short notice. Kelly Ruby wondered if we could share employees from other libraries when we are down staff. Kristine noted that would be difficult because of civil service rules. Mitch Eiss suggested we find someone who could handle work on a part-time basis. Kristine said she would put out an ad for a part time worker to be sure we have enough employees to keep the library open. Ed Stanford also suggested possibly looking into an intern from interested high school or college students.

Kristine said she would put out an ad looking for a part-time person to fill in the staffing gaps.

- **Elections & Nominating:**
- Nothing new to report
- **Policy:**
- Kelly Ruby suggested the committee should meet to discuss an overall evaluation of the new employee handbook.
- **Goals and Strategic Planning:**
- Cara Stepanian noted that it has been a year since the board had discussed a retreat to go over the new plan for library goals and strategic planning. She suggested the committee should meet to discuss plans going forward.
- **Purchasing and Technology:**
 - Nothing new to report..
- **Historical Project:**
- Vickie Hertz re-iterated that the project is a partnership with the Piermont Historical Society. She said the historical society is taking the lead with the interviewees. Vickie noted that the timing for the project is right and that she had a lot of confidence in the project manager, Bill Batson. She said he is making calls and hopes to conduct about 5 interviews per week. Vickie and Kristine reported that the goal would be March 1st to kick off the project to the community.
- **Black Lives Matter Projects**
- Kelly Ruby said she had seven women interested in an anti-racism book club. She said it might be better to start with an article to share and discuss rather than an entire book. Kristine said she could include the book club notice on the library's website and contact Kelly directly.
- Kristine said she had tried to contact the librarian at the Palisades library about the "How to talk to kids about racism" program, but unfortunately the librarian is too busy at this time.
- **Building Expansion**
- See notes above in Building and Grounds Committee report.

V. New Business:

- No new business.
- Adjourned 8:39 PM
- Next Board Meeting: March 10th. 7PM.

Respectfully submitted,
Danial M. Clark, Secretary

