

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

MEETING DATE: Wednesday March 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:** February 2021 minutes accepted and approved.

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

OverDrive:

	<i>February 2021</i>	<i>January 2021</i>	<i>February 2020</i>
Streaming Video	0	0	0
Audiobooks	112	100	89
Ebooks	381	145	108
OverDrive Read	221	174	31
Periodicals	9	12	10

- Kristine reported that our digital item circulation is still very strong. She noted that e-books and audio books

were doing particularly well. She added that no one seems to use the video streaming platform since it's not as good as others. She added in a side note that the library is still offering tech "How to"s on using formats but that the staff is getting fewer and fewer questions which is a good sign.

- Kristine said our curbside circulation was 517 total items for February; this number is down from last month's 691, but she said to keep in mind February is a short month and we experienced a lot of snowfall.
- Kristine said we had 162 curbside pickups in February. She added the curbside method continues to go well and patrons seem to have the rhythm of it figured out.
- Kristine reported that we continue to have one staff person out due to covid; she checks in with her frequently and stays informed on her status. Kristine says the rest of the staff is well and staying productive in the building. She says they have been able to reorganize some of the library's collections, and continue to assess and adjust the space we have to be the most user-friendly. Kristine reported they are preparing for reopening to the public with limitations and will be ready when the time comes. Cara Stepanian asked if there was a time-line for re-opening. Kristine said the staff member is still having health setbacks but that she hoped that in a week and a half they could reopen.
- Kristine reported that she has posted a notice for a part-time worker but has not received any response yet. She said she would re-write it and repost the notice since she said it sounded a little unstable as per diem work rather than hourly.
- Kristine reported that our programming is going "fantastically"; She said we have had great turnouts and positive feedback. She added they have been testing

new ideas to keep variety in what the library offers. She reported the library has a “great” homesteading series coming up, as well as a virtual tour of the Constitution Center in Philadelphia, which has had a lot of sign ups. Kristine says Alexis Starke’s art programs continue to be popular, and she is running a series for PARP as well. Kristine added that she is very excited about all that we have to offer and encouraged the trustees to participate. Ed Stanford noted that the Zoom medium may be worth continuing since patrons can zoom a program from home and watch on their couch. Kristine also noted that many of the program “vendors” were still reluctant to offer a program in person. Kristine and the board also noted that Nancy’s Russell’s children’s programs over zoom were really fantastic and well received.

- Kristine noted that wifi works for patrons if they are on the porch but no farther. Len Hunt suggested the library could buy a “repeater” that would send the library’s wifi signal out farther for our patrons to use, particularly in good weather.
- Kristine added that they are looking at using our outdoor space, although limited, for some programming outside when the weather warms up enough. Alexis Starke will try outdoor art lessons in person. Nancy Russell may run some children's programs, and Kristine is looking at vendors for outside programs. She said that the staff will of course need to keep people following Covid protocols, and limit participation sizes. Kristine says they are also beginning discussions of Summer Reading and how the staff can arrange everything this year. She noted that last year's state run program for fully online through /readSquared had some gaps and glitches so she said they are leaning away from using their system again this summer. She

- said they are hoping for a hybrid model of some kind.
- Kristine reported that our history project is moving along well. She said the website is set up, although it is still in draft for some areas. She said some of the colorful artwork on the website is from the historical society. She added that we can take a look at piermontmembers.org. She also said that if trustees have names of community members they think would be interested in an interview for the project, to please send their names to Kristine with their contact information and she will share them with the project manager, Bill Batson, to pursue. She noted that the scope of this project includes any and all stories related to Piermont, not just current residents. She encouraged everyone to “cast a wide net”.
 - Kristine also reported that the special events committee met to discuss the launching event and birthday party celebration for the library. She said she is looking into costs for printing banners, flyers, and other promotional items. Len Hunt mentioned he has used Foley Signs for the last 25 years and that they could be good for any banners or signage for the historical project.
 - Kristine reported the bulk of the many RCLS meetings is still revolving around their Microsoft 365 transition; she noted that most things don't relate to our library but she says she likes to stay aligned with the conversation. She added that the Annual report season has opened, so she will have that for the board's vote at our April meeting.
 - **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 02/28/2021:

- We have \$248,186 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$503,087.
- We had no revenue for February plus a \$100 reversal (bounced check) in gifts and donations. Total revenue YTD vs. same period last year was \$379,642 vs. \$385,076 respectively. (less income from operations, art exhibits, book sale, donations)
- Total expenses for February were \$24,462 or 6.4% of total budget. Total expenses YTD vs. same period last year were \$250,710 vs. \$283,039 respectively.
- Our budget this year is \$382,300. Our actual expenses through the first eight months are 65.6% of budgeted expenses, or we are running on budget overall YTD.
- The February 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.
- **Special Events:**
- Judy Epstein said the committee met to discuss plans for the Historical Project events. The committee met with the project director, Bill Batson, and the Piermont Historical Society president Barbara Scheulen. The main event (the library's 125th birthday) would possibly be on Sunday September 12th. Judy said it would be mostly an outdoor event with a tent and various refreshments. Vickie Hertz noted that all of the planning is up for discussion at this point. She said the point is to celebrate the town history and unveil the oral histories. She suggested we could have banners across the main street. She said there might be laminated sheets on historical figures and a QR code to get a 90 second snap of an interview. Vickie said she has spoken with Mayor Bruce Tucker who suggested we put our plan in writing. Len Hunt suggested the Old Number 7 Band would be willing to contribute to the event as well. Judy Epstein suggested the committee would hold another meeting in March or April.
- **Building, Grounds and Furniture:**
- Len Hunt said he was still reaching out to Chris Meredith and Alex Flores about re-bricking the front walk. The board also discussed possibly adding French doors off the children's room with some outdoor furniture. Kristine said she would peruse catalogs for furniture ideas.
- **Personnel:**
- Kristine is posting an ad for part-time help. (see above). Kristine noted that New York Civil Service posts the ad. Ed Stanford suggested that Kristine should put together

a hard plan for re-opening and how the library should move forward. It was also suggested we remove the “closed” sign from the library door. Cara Stepanian said we really needed a timeline with dates for re-opening from Kristine.

- **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 again that the committee should meet to discuss plans going forward.
- **Purchasing and Technology:**
 - As noted the library should look into a wifi repeater and outdoor furniture.
- **Historical Project:**
- Vickie Hertz noted that we have a consent form ready for historical video participants. She said the historical society has about 30 subjects for participation and noted there is no maximum number of participants.
- Judy Epstein said she has spoken with former library president Marian Armstrong who was interested in participating in the project possibly as an interviewer.
- Vickie added she was very pleased with the progress of the historical project and that she has great confidence in Kristine to help co-ordinate the project.
- **Black Lives Matter Projects**

- Kelly Ruby said the race project book club would be meeting tomorrow with a handful of women. Kristine also advertised the book club on the library's website.
- **Building Expansion**
- See notes above plus Len Hunt reported that the committee met with the architect Walter Aurrell. The committee wants to explore the feasibility of expansion and costs for adding to the foundation. Len suggested the committee might first tackle re-designing the interior space of the library. He also suggested the committee should meet outside of the building to discuss expansion possibilities. Mitch Eiss said he was most interested in finding out what is possible for an expansion and what the board wants for an expansion. Besides Walter Aurrell, it was also suggested that Meg Fowler is a well respected local architect and might be part of the library plans.

V. New Business:

- No new business.
- Adjourned 8:34 PM
- Next Board Meeting: April 14th. 7PM.

Respectfully submitted,
Danial M. Clark, Secretary