

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

MEETING DATE: Wednesday May 12th, 2021  
Time: 7:00 PM via Video

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

Quorum was present

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

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

• **OverDrive:**

	<i>April 2021</i>	<i>March 2021</i>	<i>April 2020</i>
<b>Streaming Video</b>	0	3	1
<b>Audiobooks</b>	134	120	108
• <b>Ebooks</b>	251	304	258
<b>OverDrive Read</b>	106	169	107
<b>Periodicals</b>	63	53	5

- Kristine reported our curbside circulation was 590 total items for April; this number is up from last month’s 642 items. We had 223 curbside pickups in April, up from 216 in March. Kristine points out we can see now that we have our first full comparison for two covid months,

- a year apart. She notes the numbers are pretty consistent. The only big jump is the April periodical use. She noted that all in all, the numbers are very good.
- Kristine says the staff is continuing to develop the summer reading and outdoor programming. She expects we will start to get some confirmed dates in the next few weeks. She said she should have more to share next month. She notes that Alexis' outdoor art classes have been well attended and are going well, so the hope is that that will translate to other outdoor offerings. Kristine is trying to schedule some outdoor music, as well as perhaps outdoor Mahjong or canasta lessons, among other things. Mitch Eiss asked where the outdoor programming would take place. Kristine said mostly on the library property although some in Parelli Park. Mitch followed up asking if the programming was off our grounds, do we need permission and insurance. Kristine responded that they try not to be loud. She was unsure about insurance coverage but felt employees would be covered but was not sure about patrons. She said the program sizes are very small but she could check on coverage.
  - Kristine says she is happy to report that we have one new hire, Jennifer Gage, for one of our new positions. She has begun training her this week, and will continue to work with Jennifer. Kristine says she should be a good fit and seems to pick up the skills quickly. Kristine has also been conducting interviews for our remaining open position; so far she has had a handful of responses, with varying outcomes. Right now, she has one candidate who is good but would be unable to begin until June as she is currently moving from Florida, having just graduated from college. Kristine also has one high school candidate who would be great for Saturdays, but can only work until 7pm because of child

Labor laws during the school year. Kristine says she could work until 8 beginning June 21st. Kristine noted that two other candidates are still in the works. She is hoping to have a decision for next week, but says the library will start off on May 17th with the ability to open fully and that is what matters. Kristine said she would keep everyone posted on the progress.

- Kristine reported that she conducted staff personnel reviews; She said that there were no issues to report.
- Kristine reported that one staff member will be applying for short-term disability, however the goal is still to have her return on May 17th. Kristine said the disability will cover the beginning of May when the employee was not yet back but would be unpaid by the library.
- Kristine reported that as the library reopens, we will need to come up with a solution for parking; She says folks in town have gotten used to using the library parking lot, especially on the weekends, and she said we need to reclaim it as well as enforce our restrictions for who can park there. Kristine suggested we can start low-tech with a cone or a chain for a while as the library is closed, but she said that long term the library should explore other options. She believes the library ought to get the police involved in writing tickets to enforce parking. She suggests perhaps to have a validation system of sorts, where library users get a pass to put on their windshield while in the building, or some other method, as currently Alexis Starke has had issues with no space to park for her Saturday programs and it will only get worse over the Summer. Kristine suggested we have fake tickets that they currently put on cars, but she believes people have become numb to them as they no longer have much effect. Another solution she suggests may be a sign for every one of our spots that says "Library Parking Only..." but even then, we have library

staff only signs currently in three spots and people ignore those. Kristine says she is going to send an email out through our blasts to alert people that they can only use the lot while in the library, but she believes we will probably need a better solution. She asked if the library can put parking meters in so that at least we get revenue from our illegal parkers? After a discussion with the board, Kristine agreed to use cones and signs for library parking.

- Kristine reports that the library's history project continues to progress; Project director Bill Batson has been collecting stories, along with our other project members. Kristine says they have further discussed the September 12th history event and she says plans are progressing well.
- Kristine noted that as she has known for some time, the library's wifi gets overtaxed quickly; She says she is also looking to get an extender to bring the wifi outside. She says she is trying to work with Larry (library tech contact) to bring about a solution to both of these things. However, she reports he has been very unresponsive. She says she has sent him many emails, and has gotten no response other than "I'm very busy but I'll try to get back to you soon" and then nothing happens. Kristine notes that while she has pretty good tech knowledge, She's not as well versed as Larry theoretically is. She says she knows how she would resolve the issue in her own home, but that does not mean it's the best solution for the library. She adds that that being said, the recommendation she can make is to create a mesh network within the building to improve the indoor usage. Kristine says this will allow the network to better engulf the building, rather than all traffic going through one point; she says it essentially creates bounce points through the building to amplify the signal. Kristine says she has done this at her home and it has

resolved her wifi issues; She adds that the cost for this would be around \$200 to get the bounce points (she notes this gives us three, a fourth is an additional ~\$75 as the bundle is cheaper, but she says three should be sufficient). She added that she can set them up herself. For the outside, Kristine says we can get an extender and she can just do her own research to try and figure out what will connect to our existing system. She has not yet been able to research this because she said she needs to physically see the router and her attempts to have staff read off the specs or send pictures hasn't worked well. From there Kristine believes we can mount it to the far corner of the building and hope it works as expected. Or, she adds, we can investigate creating access points outside the building itself and creating a separate network outside. Kristine adds her indoor solution would not work outside because it's not weatherproof, but we could try to create the same idea with connection points. She says she believes this is a much bigger process, however, since she thinks it would require electrical ground lines to our access points. For now, she thinks waiting on Larry to come though is not prudent. Kristine says she can resolve the indoor network issues if we like the mesh idea. She says that for the outdoors, she believes we should just trial and error it by buying an extender, setting it up and seeing what happens. She says that if it works, excellent. If not, we can return it and try again. Len and Mitch Eiss suggested reaching out to Village of Piermont tech support, Tim Temple. They said they would reach out.

- Finally, Kristine says the library needs to determine what to do with brick ordering for the patio. She reports the vendor is ready to go for us but we need to decide if we are replacing all engraved bricks or just the ones that have faded and then triaging the replacement of the rest as they fade. She reported once we determine this, she

will order the bricks so that they will arrive and we are ready when we give the go ahead to landscaper Chris Meredith. Presumably, Kristine says, he'll need the engraved bricks on site before he can begin, so even if we are still waiting on other aspects of the project Kristine says we should get the engraved bricks ordered asap. The board agreed to proceed with the orders.

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

Mitch Eiss reports that as of 04/30/2021:

- We have \$192,995 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$447,896. Our CD matured on 5/2/2021 and we earned \$318.50. We will look at how to reinvest.
- We had \$735 of revenue for April. Total revenue YTD vs. same period last year was \$380,920 vs. \$387,521 respectively (less income from operations, art exhibits, fundraising, donations).
- Total expenses for April were \$29,693 or 7.8% of total budget. Total expenses YTD vs. same period last year were \$307,812 vs. \$333,457 respectively.
- Our budget this year is \$382,300. Our actual expenses through the first ten months are 80.5% of budgeted expenses, or we are running 2.8% under budget overall YTD.
- In summary, we have reached 99.6% of our income goal. We are short \$1,380.
- The April Claim Sheet was accepted and approved.

### **IV. COMMITTEE REPORTS**

- **Budget and Finance:**

- Mitch Eiss reported the committee met on 4/22.
  - The committee supported funding the two part-time hires although they are not part of the 2022 approved budget. The funding for these positions will come from our reserves as needed. The positions, if continued, will have to be budgeted items in the 2023 budget.
  - Mitch noted that he and Kristine attended an RCLS Construction grant-funding seminar. He said they will compare notes and discuss findings at the next board meeting.
- **Special Events:**
  - Judy Epstein noted that the committee will meet on May 10<sup>th</sup> to discuss the September historical events. She thanked Vickie Hertz for working on the guest list for the events. Kristine will make up invitations to be sent out. Judy said the event won't be for fundraising.
- **Building, Grounds and Furniture:**
  - Len Hunt reported that it looks like it will cost \$4100 for new bricks for the front patio. Judy Epstein suggested we need to replace all of the patio bricks. Len said including labor with Chris Meredith the total cost would run \$13,414. Mitch suggested money for the patio could come out of the capital improvements budget. Mitch also asked Len if he would put together a "shelf life" of repairs needed over the next few years to help get a handle on earmarks for capital improvements. The board approved the costs for the new bricks and patio.
- **Personnel:**
  - Cara reported the committee met and recommended the library go ahead and hire two new part-time workers. The board approved this.
  - Cara said the Personnel Committee would meet soon on staff annual reviews.

- **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 Ed Stanford would now be heading up the Goals and Strategic Planning Committee.
- **Purchasing and Technology:**
  - As noted Ed Stanford said the library would look into a wifi repeater. (See above).
- **Historical Project:**
- See Special Projects and Director's report above.
- **Black Lives Matter Projects**
- Kelly Ruby reported the race project reading group met and would have their third meeting tomorrow. She said five people have joined reading three chapters of How to Be and Anti-Racist ahead of each meeting.
- **Building Expansion**
- Len Hunt reported that the architects are ready to meet with the library board at any time and that the board should consider inside library projects first.

#### **V. New Business:**

- Mitch Eiss recommended trustees attend the RCLS zoom meetings on trustee obligations and responsibilities and said Grace Rosario, who runs the meetings, offers excellent insights for board members.
- The Library's annual film festival for high school students will take place on June 10<sup>th</sup> and will be all virtual.
- Adjourned 8:49 PM

- Next Board Meeting: Wednesday, June 9th. 7PM.

Respectfully submitted,  
Danial M. Clark, Secretary