

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

MEETING DATE: Wednesday October 13th, 2021
Time: 7:00 PM via Video

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

Quorum was present

I. Minutes: September 2021 minutes accepted and approved.

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

- **OverDrive:**

	<i>September 2021</i>	<i>August 2021</i>	<i>September 2020</i>
Streaming Video	1	0	0
Audiobooks	136	144	94
Ebooks	210	258	249
OverDrive Read	80	118	134
Periodicals	5	104	10

- Kristine reported that the library’s circulation was 895 total items for September; this number is down from last month’s 1006. The library had 15 curbside pickups in September, down from 22 in August. We had 567 in-person visitors for September, up from 753 last month,

as well as 36 attendees to our programming. Kristine noted that September statistics were well above 2020 statistics.

- Kristine reported that September was an eventful month, with a few changes for personnel. Kristine said that Michaela Duggan, our new hire, has been working out very well.
- Kristine told the board that Denise Starr has given notice that she will be moving out of state; she will continue to work for the library up until the point at which she leaves.
- The front patio brickwork was completed. Mitch Eiss noted that in certain light there appears to be scratches on the bricks. Len Hunt noted that that was because the bricks were extruded and was a natural outcome but not very noticeable.
- Kristine noted that the library's 125th birthday party and Piermont Remembers celebration went very well; Kristine offered thank you's again to all who helped make it a success.
- Kristine told the board that the HVAC drains were snaked to clear a blockage that occurred.
- Kristine noted that an electrician will be coming by to look at a potential issue with the outdoor lighting circuit; she said the rear circuit keeps tripping, and one or more of the bulbs may need to be changed. She added that these are special order bulbs. She said the tall lights are also not coming on as meant to, probably to do with the circuit issue. She said she will update the board when she has a diagnosis.
- Kristine reported that Alexis Starke will be taking a step back from Art Class this session; Kristine told the board she has had some personal issues come up and cannot do this session but is hoping to kick off again in January. Alexis will continue to handle the library

newsletter and social media.

- Kristine reported she has placed calls to a few different auditors. She received only a single response, from Baldessari & Coster LLP. She spoke with someone who gave her a ballpark estimate of \$9,000-\$10,000 for the audit, which is influenced by a few factors. She was told that this price is based on an unwritten understanding that the library would go ahead doing a regular annual audit. He told Kristine his cost is closer to \$30,000 to do a one-off audit as the first time doing one is many more hours of work but that he balances his pricing with the understanding that the library would come back every year for an audit, thus making it worth their while. Kristine said he would be willing to have a meeting with the trustees to answer any questions etc. Kristine said he told her that he'd try to get us on the schedule in the next couple of months if we choose to proceed. Mitch Eiss noted that that was a hefty price tag for an audit. Mitch talked to our accountant about the pros and cons of an annual audit. It's not required by law and the accountant said it wasn't absolutely necessary. Kristine said she would reach out to some other potential library auditors and the budget and finance committee would discuss.
- Kristine said she let Stephen at RCLS know that – per the board - the library is withdrawing our DLD grant submission at this time.
- Kristine reported a new state law has passed that mandates annual, 2-hour trustee education sessions for all library trustees. She said this means each trustee will need to complete this annually. She said RCLS offers trustee education at different levels. She said she will send out times for these as they are shared with her. After speaking to RCLS, Kristine found out that these will not be required until 2023.

- Kristine added a reminder that the board needs to vote tonight on the RCLS budget.

III. TREASURER'S REPORT/CLAIM SHEET

Mitch Eiss reports that as of 09/30/2021:

- We have \$297,315 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$552,216.
- We had \$2,011 in revenue for September (Thrift Shop). Total revenue YTD vs. same period last year was \$284,623 vs. \$292,907 (last year early Spitzer contribution) respectively.
- Total expenses for August were \$43,652 or 11.4% of total budget. Total expenses YTD vs. same period last year were \$124,504 vs. \$75,356 respectively. Higher current expenses resulting from the fact that the library is open/operational, land and site maintenance items, building maintenance and repair line items and \$16,477 from uncategorized expense, architectural firm.
- Our budget this year is \$388,050. Our actual expenses (minus the uncategorized expense, front brick replacement and security battery upgrade) were \$93,768 through the first quarter are 24% of budgeted expenses, right on target (actual is 25%).
- We have reached 73.3% of our 2022 FY income goal.
- Claim sheet accepted and approved.

IV. COMMITTEE REPORTS

- **Budget and Finance:**
- Mitch Eiss reports the committee met on September 28th to start the budget planning process and will meet again on October 14th. Critical budget items are payroll

- and programming. Mitch says the board will vote on the recommended tax levy and budget at the November meeting.
- Mitch reported the library is still trying to open a capital account and transfer monies from the operating account and non-interest-bearing CD account. Mitch says we need approval for our supporting documentation that we can submit absent an official certificate of incorporation.
 - Krissy will fill the board in about speaking to the recommended firms regarding a library audit.
- **Special Events:**
 - In Judy Epstein's absence it was noted that the library birthday and Piermont Remembers party was a success. The board thanked Kristine for all of her efforts.
 - Kristine noted that the annual Gift of Art program will most likely be virtual again this year, since it worked well last year.
 - Cara Stepanian noted that the Special Events committee should meet to discuss fundraising projects for the library.
 - Kristine said Rochelle Spooner approached her about having some un-amplified music on Sunday's on the front patio of the library. The board discussed possible liability issues for the library and said they would consider the issues.
- **Building, Grounds and Furniture:**
 - Len Hunt reported that the bricks on the patio were successfully installed.
 - Len said the library expansion committee should meet in early November to discuss plans going forward after the trustees dropped the submission of the RCLS grant.

- Kristine reported that Curti's landscaping still had not responded after numerous calls on fixing the front sidewalk that is cracking after they poured the cement. Len Hunt said he would look into it.
- Kristine said she did get a quote on bollards to keep cars off the front bricks. She said it would be \$342 for mountings and \$672 for the pipes. Kristine said she would send photos of the options. She noted we would need to have Curti's or Meredith install them.
- **Personnel:**
- See above on new staff member replacement. The board also advised Kristine to hold off hiring a replacement for Denise since she works just one day a week.
- **Elections & Nominating:**
- Dan Clark laid out the election timeline for the December 8th 2021 annual trustee election. Mitch Eiss, Cara Stepanian, and Len Hunt will be seeking new terms. Dan Clark said he would work up a press release to be sent out including any information on a budget increase vote. The three candidates will need to file their petitions with 25 signatures to the library by November 24th. The library will need to hire 2 poll workers for December 8th and Kristine will secure the voter rolls for the village.
- Cara Stepanian made a motion to formally invite Shauna Wennerod on the board to fill out Vickie Hertz's last year of her term on the board. The board unanimously approved.
- **Policy:**
- Kelly Ruby raised the issue of whether or not the library should designate Columbus Day as Indigenous People's Day. The board also discussed possible programming around both indigenous people and

Italian Heritage commemorations. The board will consider what to do for next year.

- **Goals and Strategic Planning:**

- Nothing new to report.

- **Purchasing and Technology:**

- Nothing new to report.

- **Historical Project:**

- Kristine said Bill Batson would continue to wrap up some final interviews for the project and post them as needed.

- **Equity and Inclusion Projects:**

- Nothing new to report.

- **Building Expansion**

- See above on DLD grant submission.

IV. Old Business:

- No old business.

V. New Business

1. The Joe Serra, the operator of the Piermont Farmer's Market, sent an email requesting the use of the library's parking lot for a winter farmer's market. He offered to pay \$200 per month. The board felt that amount was insufficient and would wait to consider the idea and liability and trash cleaning details.
2. The board approved the RCLS budget which will cost an additional \$96 a year, an increase of 6.3%.
3. The board approved a plan for the school district to increase library funding from \$76,500 to \$81,000. The board unanimously approved the 5 local library request to increase funding from \$500,000 to \$600,000.
4. Next Board Meeting: Wednesday, November 10th at 7PM.
3. Meeting Adjourned at 9:33 PM.

Respectfully submitted,

Danial M. Clark, Secretary