

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

MEETING DATE: Wednesday September 8th, 2021  
Time: 7:00 PM via Video

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

Quorum was present

**I. Minutes:** August 2021 minutes accepted and approved with one correction: Library 125<sup>th</sup> Celebration is for September 26<sup>th</sup> not the 24<sup>th</sup>.

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

- **OverDrive:**

	<i>August 2021</i>	<i>July 2021</i>	<i>August 2020</i>
<b>Streaming Video</b>	0	1	0
<b>Audiobooks</b>	144	117	139
<b>Ebooks</b>	258	232	251
<b>OverDrive Read</b>	118	145	93
<b>Periodicals</b>	104	8	12

- Kristine reported the library’s circulation was 1006 total items for August; this number is up from last month’s

936. We had 22 curbside pickups in August, down from 45 in July. We had 753 in-person visitors for August, up from 545 last month, as well as 85 attendees to our outdoor hybrid programming including art classes and story time. The library saw a big pick-up in periodical usage – up to 104 from just 8 in July.

- Kristine reported that August was a pretty quiet month; a lot of folks go away on vacations so she said we tend not to hold much by way of programming in August. She noted the programming vendors also tend to go away.
- Kristine says our security firm, GPS, has installed the new alarm mechanisms so she says our system is all set and ready to go once more.
- Kristine reported that the library has hired a new staff person to fill the open clerk vacancy. Michaela Duggan is the new hire and Kristine says Michaela is so far picking up the work nicely. She will work Monday evenings and Saturdays.
- Kristine says the front brickwork is scheduled with Chris Meredith for September 20-21. The Library will close to the public both days.
- Kristine reported that the DLD Aid application has been submitted. Stephen at RCLS has confirmed receipt of all materials. Kristine says we will likely not hear anything more until early October when it moves through to the next step. She said RCLS may ask for some tweaks. She says in the meantime we can begin to discuss the bidding process for the contractor work, as well as next steps.
- Kristine says the banner for the Piermont Remembers project has arrived--and looks great. She will be stringing it up at the library this week.
- Kristine says the library staff is still in the process of collecting addresses, but invitations to the library's 125<sup>th</sup>

anniversary event will begin going out this week. She says we will have 25 interviews total for the library's history project, with perhaps 1 or 2 additional interviews coming in, which she says is an excellent number. The board also suggested we send out invitations to all former library trustees. Kristine also reported there will be a special brick honoring the 20<sup>th</sup> anniversary of 9/11 and Dennis McHugh.

- Kristine reported the Piermont Civic Association will be holding its annual scarecrow contest on the library's lawn again this October. She said the library staff may piggyback with some Halloween programming.
- Kristine noted the library has some good fall programming lined up. She says the staff is considering some outdoor events while the weather holds, but is planning to go back to Zoom programs for our late fall and winter offerings.

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

Mitch Eiss reports that as of 08/31/2021:

- We have \$338,855 in our Operating Account, \$254,801 in our reserve account and \$100 in our money market account for a total of \$593,756.
- We had \$1,856 in revenue for August (Library System Grant, Better World Books, Library Operations). Total revenue YTD vs. same period last year was \$282,612 vs. \$290,988 (including Spitzer contribution) respectively.
- Total expenses for August were \$43,813 or 11.29% of total budget. Total expenses YTD vs. same period last year were \$80,851 vs. \$43,178 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) were \$64,375 through the two months are 16.6% of budgeted expenses, right on target. Net income for current fiscal year is \$201,760.
  - We have reached 72.8% of our 2022 FY income goal. .
  - The August claim sheet was accepted and approved.

#### **IV. COMMITTEE REPORTS**

- **Budget and Finance:**
- Mitch reported that the committee met on August 18<sup>th</sup>. Mitch reviewed our current financial status and the need to formalize our reserve account and reallocate projected excess funds from our operating account to a capital account based on future needs. The committee came to a consensus that it will make a formal presentation at the next board meeting with a motion seeking approval to make the recommended changes. The specifics will be stated in the motion under New Business.
- Krissy will be speaking to recommended accounting firms regarding a library audit. Our accountant offered up a recommendation and Kristine said she would reach out for updated fee quotes.
- Mitch noted the committee will plan to have an initial 2023 budget planning session at the end of September.
- Mitch added that the library needs to file an informational tax form with the IRS (990). Kristine will review the information once it has been sent to her.
- Cara Stepanian noted she had received a copy of the RCLS budget. Kristine will scan and send around to the

trustees to be discussed in October and approved by November.

- **Special Events:**
- Judy Epstein noted the committee had a meeting to nail down details of the library's 125<sup>th</sup> birthday celebration. There will be two events on Sunday September 26<sup>th</sup>: an 11am "VIP" gathering to celebrate the library history project and a Noon gathering for the general public including cake and the Old No. 7 band. Judy said the committee would hold a final meeting on September 20<sup>th</sup> with a final guest count.
- **Building, Grounds and Furniture:**
- Len Hunt reported that Paul Winklemyer fixed the bottom step of the library stairs.
- Paul also swept out the drains following big rains from the remnants of Hurricane Ida.
- Mitch Eiss noted the front walkways have damage to the concrete. Kristine said she has tried to contact Curti's landscaping, since they poured the concrete. She will reach out again to have them correct the problem.
- Kelly Ruby said she would reach out to Mary Ellen LaWarne to be sure she sends an updated invoice for her work on the rain garden.
- **Personnel:**
- See above on new staff member replacement.
- **Elections & Nominating:**
- Cara Stepanian reported that Vickie Hertz will be leaving the library board at the end of the year and that the trustees will need to appoint a replacement to finish out her term for next year.
- **Policy:**

- Kelly Ruby reported the committee will schedule a meeting to discuss updated mask and health policies for the library.
- **Goals and Strategic Planning:**
- Nothing new to report.
- **Purchasing and Technology:**
- Nothing new to report.
- **Historical Project:**
- See Kristine report above.
- **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. Library Treasurer Mitch Eiss proposed the following motion:

The board wishes to make changes to the library's financial accounting structure to better meet our current and future strategic planning needs. Therefore, be it resolved that we make the following changes:

- a. Our Operating Fund will continue to act as the primary fund for the library's annual budget. The operating fund is the account from which all monies are received and disbursed to account for the day-to-day income and expenses. In addition, the operating fund will maintain an "undesignated fund balance" to meet cash flow requirements resulting from unanticipated operating expenses and prior to the receipt of taxes for the following fiscal year.
- b. Our general reserve account will be formally designated as our Capital Account to cover special one-time, unusual and usually high-cost activities

such as construction, renovation, or major equipment purchases. Monies may be transferred from the operating fund to the capital account.

- c. Our Money Market fund, which has been inactive in recent years, will be eliminated.
- d. Further, be it resolved that the treasurer is authorized to move up to \$100,000 from our operating account to our capital account.

The motion was unanimously approved by the library's board of trustees.

- 2. The board agreed to continue to meet virtually per recommendation from New York State.

The next Board Meeting is Wednesday, October 13<sup>th</sup> at 7PM. The meeting adjourned at 8:37 PM.

Respectfully submitted,  
Danial M. Clark, Secretary