

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

MEETING DATE: Wednesday November 10th, 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:** October 2021 minutes accepted and approved.
- II. **New trustee:** Cara Stepanian reported that Shauna Wennerod would join the board starting in January to fill in for Vickie Hertz who is stepping down.

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

- **OverDrive:**

	<i>October 2021</i>	<i>September 2021</i>	<i>October 2020</i>
Streaming Video	0	1	0
Audiobooks	143	136	94
Ebooks	220	210	249
OverDrive Read	127	80	134
Periodicals	42	5	10

- Kristine reported our circulation was 968 total items for October; this number is up from last month’s 895. We had 11 curbside pickups in October, down from 15 in September. Kristine said we had 623 in-person visitors

for October, up from 527 last month, as well as 28 attendees to our in-person programming and 73 for our virtual programming.

- Kristine reported we have been slowly seeing our numbers pick up, as more people come into the library again. Curbside has been dwindling down, but we still have a few folks who faithfully use that service.
- Kristine says the staff has been brainstorming new options for programming, both for adults and children. She reported they have started a writing club for children and the first meeting of the group went very well. She reported that they have successfully moved story time indoors, utilizing the larger Hudson Room to space out the groups. Kristine says they have paused our art classes this session, but the plan is still to be able to bring those back in the new year.
- Kristine said the staff is entertaining the idea of offsetting some of our program costs by charging a small fee for select programs we offer; she noted that this is something other libraries do, and is also something some of our patrons have been surprised we are not doing. Kristine said this would not be for every program, but some of the higher impact programming like Paint and Sip that have long waitlists.
- Kristine offered an update on a staff member: Denise will be with the library for at least a little while longer than we originally thought. She is still moving to Hawaii, and will still be leaving, but her move has been delayed until February/March. Kristine will continue to update the board as things change.
- Kristine said we have had requests regarding the Canasta and MahJongg groups wishing to use the room again. Kristine thinks we can safely do this, and it would require only a small change in the current policy to allow it. She added that if there are any other

stipulations we'd want to set, such as time limits, or food and beverage notes, we can do that as well. She noted that M&T Bank personnel were also interested in using the conference room.

- Kristine also said that related to the conference room use, the only thing remaining in that room that is currently taking up space are the children's room toys, games and such. She said we do have quite a lot of items, and we had kept them out of the room since many are hard to keep sanitized. She believes that now that kids 5 and older are able to be vaccinated, we can put all or most of the items back in the children's room and leave it up to parents/guardians to determine if their child should play with them.
- Kristine reported that there is a movement from RCLS coming through that would impact our wifi/network setup. She said the Directors are expecting a proposal from them in January, and she will have further information at that time. Kristine said that the summation of the change is that we would have to have two separate networks: one for our non-RCLS machines, and one dedicated only to the RCLS machines. Currently, our setup is that wifi is split at the network switch and the non-wifi connections are locked up behind the RCLS firewall, while our wifi is through our own setup and control after the split. Kristine said that this RCLS change would require Spectrum to run a second, separate connection for us that is not connected to the RCLS network. Kristine says that they claim security is the reason for this change, but she'll have more details once she receives their report and proposal.
- Kristine noted that our network situation, as set up currently, is something that can be improved upon. She said our equipment is all of varying ages, and the way

in which the network split was setup has created some bottleneck and unnecessary loops. It is a solvable situation, but there would be an incurred cost that is as of yet undetermined. Kristine's recommendation would be to do nothing until we see RCLS's network changes in January as this would impact what we ultimately do. She says she has the knowledge and IT resources to be able to accomplish most of what would be required, but once we have the full picture from RCLS's side, she will be able to give us a better map of actions to take and options to choose from.

- Kristine says she has been back and forth with Romeo Electric to try and resolve the outdoor lighting repair that is needed for the rear building lights. She said they came out to look at it and determined that the problem is underground. She has been working with them to have them come back and complete the work, but she has not yet gotten a price quote or reply as to when they can come. Kristine will be reaching out to an additional electrician to have them assess and complete the work if she does not hear back from Sal within the next week or so.
- Kristine reported our building's air ducts need to be cleaned; to her knowledge, they have not been cleaned in quite some time, if ever. The zone that covers the staff area, front desk, and adult stacks is either very dirty or producing mold. She had Paul take a look and he feels that most of the buildup is dust, but he cannot determine for sure. Kristine said the vents from this zone are producing a black "something" that is expanding out to the edges of the ceiling tiles adjacent to the vents. She reached out to FirstClass Air to see if this is a service they provide and it is not. She said she has reached out to schedule quotes from a few other companies who service our area, but she asked Len if

- he had a name of another vendor she could reach out to. Len said he would take care of it.
- Kristine said she has had some success with creating an alternative option for cleaning our building that will provide bathroom cleaning every night. She said If we wanted to, we could have Vanguard come in once per week on Monday, a local person come in on Tuesday, Thursday, and Friday, and Yolanda can come in on Wednesday and Saturday. Vanguard would do a full, in-depth cleaning of the entire library, Yolanda would clean the restrooms and do light cleaning, while the new local person would clean the restrooms exclusively. Kristine said this all fits within our current and future budget. Kelly approached Mayor Bruce Tucker to see if the village would be willing to help share in the costs of bathroom upkeep, and Kristine believes he was open to the idea.
 - Kristine reported the library has some holes (probably animal creations) along the side of our rear foundation wall. She was going to go out with a shovel and just move/add dirt around to fill them in, but wanted to see if Len had any alternative suggestions that would serve better. Len said he would talk to Paul possibly to fill it in with gravel.

IV. TREASURER'S REPORT/CLAIM SHEET

Mitch Eiss reports that as of as of 10/31/2021:

- We have \$343,940 in our Operating Account and \$254,801 in our reserve account for a total of \$598,741.
- We had \$87,061 in revenue for October (School District Funds, Spitzer Donation, Operations, Fundraising).

- Total revenue YTD vs. same period last year was \$371,684 vs. \$369,326.
- Total expenses for October were \$40,737 (McNaughton Books annual payment, Land and Site Maintenance) or 10.5% of total budget. Total expenses YTD vs. same period last year were \$165,241 vs. \$15,947 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 expenses, front brick replacement and security battery upgrade) were \$131,108 through the first five months are 34% of budgeted expenses, approximately 7% under budget (actual is 42%).
 - We have reached 95.8% of our 2022 FY income goal (\$16,366 to go).
 - We opened a new account on 11/8 officially designating it as a capitol account closing out the reserve account and transferring the funds, as well as excess funds from the operating account accordingly
 - 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 in October. We met on 10/14, 11/3 and 11/9 to continue the budget planning process. The critical budget items were payroll, programming, and custodial services (cleaning). We also added the cost of an annual audit to the proposed budget. The committee is recommending a \$9500 tax levy increase to \$290,000

which is within the 2% increase plus estimated carryover.

- We interviewed three auditing firms and decided Berard and Associates were the best candidate. We also decided to have the audit conducted next October and included the cost in the proposed budget.
- **Special Events, Outreach and Fundraising:**
Judy Epstein reported the committee met to brainstorm on fund raising possibilities. They considered a couple of book sales each year, possibly an author event, and/or doing something with our book club. They also mentioned looking into a craft table event at the same time as the Gift of Art event (which will be virtual this year). They would set up tables to sell arts and crafts on Sunday December 5th. The tree lighting this year will be on November 27th and there will be a holiday bazaar at Flywheel Park. Judy noted the committee will have another meeting this Monday when they can reach a conclusion on the craft fair.
- Len Hunt also suggested the library could have live music events to raise money.
- **Building, Grounds and Furniture:**
Len Hunt reported that he met with Kelly Ruby to discuss ways to save money on building and grounds. He noted that with the front patio and walkways done, the focus should just be on maintenance this year.
- Len suggested the Building Expansion Committee should meet in the near future to discuss expansion plans.
- Judy Epstein raised the problems with sidewalk flaking where Curti's poured concrete. Len said he has continued to reach out to them without any response. He noted it is not an easy thing to fix and since we are

not a client of theirs anymore it is a bit more difficult to get a response. Kristine and Len will continue to lean on them. Mitch Eiss suggested we send a strongly worded, certified letter that the issue needs to be addressed in 10 days. Len said he would call Curti's owners.

- **Personnel:**

- See above on Denise staffing.

- **Elections & Nominating:**

- Dan Clark sent around a press release for the annual trustee election for December 8th 2021. Mitch Eiss, Cara Stepanian, and Len Hunt will be seeking new terms. The press release also includes information on a budget increase. The three candidates will need to file their petitions with 25 signatures to the library by November 24th. The library still needs to hire 2 poll workers for December 8th and Kristine will secure the voter rolls for the village.

- Cara Stepanian said Shauna Wennerod would join the board to fill out Vickie Hertz's last year of her term on the board.

- **Policy:**

Kelly Ruby raised the issue of a vaccination policy for patrons gathering in the library's conference room. Cara and Kelly said the policy committee would meet to discuss a vaccination policy for small gatherings.

- **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:**
- Kelly Ruby said the book club continues to meet. She and Kristine are also looking into outside speakers on race issues.
- **Building Expansion**
- See above on November committee meeting.

V. Old Business:

- Judy Epstein initiated a discussion about the responsibilities of Mary Ellen Lawarne and Meredith landscaping. Kelly Ruby pointed out that Mary Ellen should be focused on creative landscaping and Meredith should handle maintenance including mulching (which Mary Ellen had been doing). Kelly said it was a matter of finding the right balance between the two.

VI. New Business

1. 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 is going before the Village trustees on Tuesday to talk about moving the farmer's market back to the library parking lot. 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. Next Board Meeting: Wednesday, December 8th at 7PM.
3. Meeting Adjourned at 9:10 PM.

Respectfully submitted,
Danial M. Clark, Secretary