

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

MEETING DATE: Wednesday December, 8<sup>th</sup> 2021

Time: 7:00 PM via Video

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

Quorum was present

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

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

- Kristine reported that circulation numbers were down a bit and that curbside pickups had started to dwindle, down to 4 last month but we will continue it as a service to our patrons.
- Kristine noted we had good attendance for our Story Time inside programming and for virtual programming.
- Kristine said Meredith signed a contract for snow removal so we should be prepared for any snow storms.
- Kristine noted we have received quotes for air duct cleaning although several would not do commercial cleaning. She had quotes for \$7,000 and \$10,000 and will seek a third.
- Kristine reported that she is looking into "bollards" to protect the front brickwork from traffic. The bollards would replace cones for traffic control. The building and grounds committee will consider the options and report back to the Board with a recommendation.

- Kristine said the library craft fair is scheduled for January 29<sup>th</sup> with 8 vendors. We are hoping for up to 20 vendors.
- Kristine said the bathrooms are now fully open, although Vanguard cleaning is raising its rates to \$900 for twice a week. Renata will clean the bathrooms 3 times a week, Yolanda twice, and Vanguard once.
- Kristine reported the library's Gift of Art program launched successfully with thirteen pieces sold. There were a total of 50 pieces in the show. Next year, Kristine said we will aim to hang the Gift of Art pieces in the Library.
- Kristine said the staff is working on programming for next year with programs from the Cornell Co-operative, eco-gardening, and "Create your own Cocktail".
- Kristine reported Romeo electric is still working on outdoor lighting and hopes to wrap that up soon.
- Kristine said she wrote a letter to Curti's about the faulty concrete sidewalks they poured. If she doesn't hear back from them she will let the board know.
- Kristine noted that the Library is switching its events calendar to a better platform. There will also be a cost savings of about \$100 annually by switching to the new platforms. It will also be able to integrate with the patrons' calendars which is a nice feature.

- **TREASURER'S REPORT/CLAIM SHEET**

Mitch Eiss reports that as of 11/30/2021:

- We have \$225,803.84 in our Operating Account and \$335,086 in our capital account for a total of \$560,889.84.
- We had \$827.74 in revenue for November (BWB and gifts and donations). Total revenue YTD vs. same period last year was \$372,512 vs. \$373,768.
- Total expenses for November were \$24,406.93 or 6.3% of total budget. Total expenses YTD vs. same period last year were \$189,647.62 vs. \$149,686.52 respectively.
- Our budget this year is \$388,050. Our actual expenses (minus the architect's fees, front brick replacement and security battery upgrade totaling \$30,735) were \$158,913 through the first five months are 41% of budgeted expenses, approximately 1.7% under budgeted expenses.
- We have reached 96% of our 2022 FY income goal (\$15,538 to go).
- Claim sheet accepted and approved.

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

- **Budget and Finance:**
- Mitch Eiss said there was nothing new to report.
- **Special Events, Outreach and Fundraising:**  
Judy Epstein said Kristine had covered the January craft fair earlier scheduled for January 29<sup>th</sup>. The committee will meet again to talk about fundraising ideas.
- **Building, Grounds and Furniture:**  
Len said he talked to Sal at Romeo Electric about outdoor lighting and that he has been busy but will get to it.  
Len said he would work with Kristine to get a third quote for the duct cleaning.

Kelly Ruby said she met with Mary Ellen LaWarne to talk about a hard pruning and the Mary Ellen is fine passing off mulching chores to Meredith.

- **Personnel:**

- Nothing new to report.

- **Elections & Nominating:**

- Dan Clark reported the polls were closed and that Mitch Eiss, Cara Stepanian, and Len Hunt all received 27 votes to be elected to new terms with 3 no votes. The budget increase was also approved by Piermont voters.
- Dan Clark will draw up a press release to be sent to the Piermont community announcing the results.

- **Policy:**

Nothing new to report.

- **Goals and Strategic Planning:**

- Nothing new to report.

- **Purchasing and Technology:**

- Nothing new to report.

- **Historical Project:**

Nothing new to report.

- **Equity and Inclusion Projects:**

- Kelly Ruby said the library will be collecting clothing donations for Better Together, which is a collaboration between the Haverstraw African American Connection and the Holocaust Museum and Center for Tolerance and Education.

- **Building Expansion**

Len Hunt will work on a new committee composition.

- **Old Business:**

The library will be re-opening its conference room on the first of the year with mask requirements and no food or drink policy.

- **New Business**

1. Cara Stepanian said the library should rethink how the board should conduct committee business in the New Year. She said we should keep committees to 4 people and let committees handle details that fall under their purview, then bring recommendations to the full board.
2. Next Board Meeting: Wednesday, January 12<sup>th</sup> at 7PM.
3. Meeting Adjourned at 8:25 PM.

Respectfully submitted,  
Danial M. Clark, Secretary