

# **Dennis P. McHugh Piermont Library District**

## **March 9, 2022 Board Meeting Minutes, 7PM (via video)**

**Present:** Danial Clark, Mitch Eiss, Judy Epstein, Len Hunt, Vicki Panetis, Shauna Seung, Ed Stanford, Cara Stephanian

**Absent:** Kelly Ruby

A quorum was present

**I. CALL TO ORDER** The meeting was called to order by Mitch Eiss at 7:04 PM.

## **II. APPROVAL OF THE MINUTES**

Motion to approve the minutes of the February 9, 2022 meeting was made by Judy Epstein Seconded by Len Hunt

Motion was carried unanimously.

## **III. PERIOD FOR PUBLIC DISCUSSION**

There was no public discussion.

## **IV. LIBRARY DIRECTOR'S REPORT**

We are beginning to move some of our programming back inside the library this month; Art Class will be in-person, as well as our PARP programming. We are running the PARP scavenger hunt this month with other libraries. April will continue to see more programming in-person again. Some programming will remain on Zoom, including our adult lecture events and some of the middle grade

children’s programming. Our Craft Fair at the end of April will be our first big event inside the library since the pandemic began.

The School Referendum to increase library funding is moving ahead and will be announced at each individual library and in the paper of record shortly.

IT System changes from RCLS: RCLS has continued to work on their proposed changes to the IT system, but they are still not providing the financial implications of their proposed changes. Currently, RCLS members are able to choose full, partial, or unsupported packages from RCLS with regard to their PC and IT support. All full or partial machines include the ILS. Under the proposed changes, RCLS will offer full, hybrid, or unsupported machines for IT support, and the ILS will be separate. The fee structure for RCLS IT/ILS will be dependent on how many libraries participate in it and how many devices each participant has. Once we have the cost information, we will be able to assess our options and move forward.

## V. TREASURER’S REPORT

Treasurer’s Report - Feb 2022			March 9, 2022 Board Meeting
			<b>Fiscal Year 2021-2022 Approved Budget \$388,050</b>
<b>Operating Account +</b>	<b>Capital Fund Account =</b>	<b>Total Funds (as of 2/28)</b>	
\$131,836.49	\$335,121.00	\$466,957.49	
<b>February Revenue</b>	<b>Revenue YTD July '21-Feb '22</b>	<b>Revenue YTD July '20-Feb'21</b>	<b>Current % of budgeted revenue goal</b>
\$2,133.86	\$382,674	\$379,641	98% (\$5,376 shortfall)
<b>February Expenses</b>	<b>Expenses YTD July '21-Feb '22</b>	<b>Expenses YTD July '20-Feb '21</b>	<b>Current % of budgeted expenses</b>
\$29,699.06	\$308,760*	\$251,708	79%*

Treasurer's Report - Feb 2022			March 9, 2022 Board Meeting
<b>Upcoming Fundraising Revenue expected:</b>			
Book Sale March 12-19	Est. \$1,500	Farmer's Market	\$500/month through April
Arts and Crafts Fair April 30	Est. \$1,200		
One other event in May/June TBD	Est. \$1,000		

**Additional Notes:**

\*As previously reported, YTD Expenses also include \$34,133 of non-budgeted, unforeseen items (architect fees, oral history project expenses, front brick replacement and security battery). Expenses minus these items equal \$274,627 which is 70% of budgeted expenses.

- As previously reported, additional expenses incurred due to hiring of 2 additional staff members approved in Q1.

**Approval of the Claim Sheet:**

Motion to approve the claim sheet was made by Cara Stephanian. Seconded by Vicki Panetis. The motion carried unanimously

The claim sheet is on file in the library.

**VI. DISCUSSION ITEMS**

**A. Continued Discussion of fundraising and development of a Friends of the Library group.**

Mitch has been investigating creating a successful "Friends" group and says it requires a lot of work. It needs to be a formal organization and is best as a 501(c)3. That requires a set of officers and formal by-laws. We can do fund-

raising without a Friends group. Most of our neighboring libraries do have a Friends group (Blauvelt, Orangeburg, and Palisades all have Friends groups; Nanuet just established one). Our former Friends organization was a fairly big group--perhaps 15-20 people before its dissolution in the early 2000s.

## **B. Continued Discussion of committees**

General discussion of the need and value/role of board committees and a review of whether all committees which currently exist are needed. Mitch suggested that we not making any sudden changes to our committees at this point but continue to give consideration to our committee structures.

## **C. Discussion of committee sections in the strategic plan**

As we come out of the pandemic period, we are asking each committee to go into the strategic plan and examine the goals established. The Strategic Plan was last developed in fall, 2019 and approved in January, 2020. We are asking each committee meet with Kristine and review the items they provided to the Strategic Plan. Examine each goal set by each committee and assess their current status. These reviews should be done this month and reported at the April board meeting.

- For goals in progress, what plans have been made to achieve the goal? Are there barriers that have arisen or unforeseen complications that need to be addressed before proceeding?
- For goals not yet begun, what have been the biggest obstacles in getting started? What are ways to jumpstart work on this goal?
- For goals that have been met, what new goals can be set to further the overall scope of this plan or within your committee?
- Do these goals still serve the Library? Have our needs changed?

The Strategic Plan is on the share drive and also available on the library website.

## **D. Trustee Google Calendar and Presentation of Google Drive**

Krissy gave the Board a tour of Google Docs and the share drive.

## **E. Masking and Covid updates**

Kristine reported that we are moving various programs back onsite. NY State has lifted the masking mandate. The HERO Act expires on 3/17. Our staff still needs to wear masks until 3/17 and then will have the option.

For our patrons, the board agreed on the following statement, effective Monday, March 14: "Masks are optional but no longer required."

## **VII. COMMITTEE REPORTS**

### **A. Special Events and Outreach**

Judy Epstein reported that the committee had a brainstorming session. A fundraiser with a local band outside on the library porch in early June or in early fall was discussed, along with a possible silent auction.

## **VIII. OLD BUSINESS**

There was no old business.

## **IX. NEW BUSINESS**

### **1) Approval of the required annual report for the Piermont Public Library District**

Prior to the meeting, Kristine had provided copies of the annual report to all board members.

Motion to approve the report was made by Mitch Eiss. Seconded by Judy Epstein. Motion was approved unanimously.

### **2) Approval of landscape maintenance contract for 2022**

A motion to approve the contract was made by Len Hunt. Seconded by Danial Clark. Moved was approved unanimously.

### **3) Return to in-person board meetings April 13th**

The board agreed to return to in-person board meetings, beginning with our April 13 meeting. We agreed on a 7:30 starting time for our meetings rather than the current 7:00 start. We further agreed to continue with video availability of our meetings, both for the public and for board members. Board members may attend in person or remotely.

## **X. ADJOURNMENT**

Motion to adjourn was made by Daniel Clark. Seconded by Len Hunt. Passed unanimously.

Meeting was adjourned at 8:44.