

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

## **Board Meeting Minutes**

**Wednesday, February 8, 2023, 7:00 PM**

**(In person at the Library)**

**Present:** Mitch Eiss, Len Hunt, Anne O'Brien, Vicki Panetis, Tina Roeder, Kelly Ruby, Shauna Wennerod

Also present: Kristine Palacios, Director

**Absent:** Ed Stanford, Sara Tucker

A quorum was present in person.

### **I. CALL TO ORDER**

The meeting was called to order by Mitch Eiss at 7:03pm.

### **II. APPROVAL OF THE MINUTES** for the January 11, 2023 meeting.

Motion was made by Kelly Ruby. Seconded by Len Hunt. The motion passed unanimously.

### **III. PUBLIC EXPRESSION**

There was no public discussion.

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

Usage numbers are good. In-person patron visits in January were much higher than this time last year.

Our CREST grant continues to move along. The grant is for \$50k. As anticipated, the proposal estimate has risen with increased costs. Len will be seeking another estimate for cost comparison. We hope to get the contractor on the schedule for spring and get the project finalized.

Romeo Electric completed the installation of the electric hand dryers. They will be coming back on Monday to investigate our malfunctioning handicapped door mechanicals. In all likelihood, this will be a pricey fix. Krissy will provide a quote once she knows more.

Frontline will be completing their work (desk clean-up) tomorrow.

We were awarded \$1100 from ArtsWestchester for our performance event. We will be hosting Global Mudra, an Indian dance group, on Saturday, May 6th.

Our Spring Craft Fair is scheduled for April 15th from 12-3pm. We are currently seeking vendors, so feel free to share with anyone who may be interested. Applications are available on our website and at the library.

The book sale will run March 13th through April 8th. We will be collecting books from February 20th through March 8th.

Reminder: The Board Retreat is February 16, 2023 from 9am to 12noon here at the Library.

The full report is on file at the library.

## **V. TREASURER'S REPORT**

Treasurer's Report - January 2023			Feb 8, 2023 Board Meeting
			<b>Fiscal Year 2022-2023 <u>Approved Budget</u> \$407,800</b>
<b>Operating Account +</b>	<b>Capital Improvement Account =</b>	<b>Total Checking Funds (as of 1/31)</b>	<b>Investment Account (T- Bills) (as of 2/7/23)</b>
\$181,312.58	\$125,561.35	\$306,873.93	\$202,029.34
		<b>Total Library Funds - \$506,885.20</b>	
		<b>(Total Checking plus Investment Account)</b>	
<b>Jan Revenue</b>	<b>Revenue YTD July '22-Jan '23</b>	<b>Revenue YTD July '21-Jan '22</b>	<b>Current % of budgeted revenue goal</b>
\$6,167.10	\$412,297.98	\$380,219.49	101.1%
<b>Jan Expenses</b>	<b>Expenses YTD July '22-Jan '23</b>	<b>Expenses YTD July '21-Jan '22</b>	<b>Current % of budgeted expenses</b>
\$34,656.95	\$249,544.05	\$261,410.66	61.1%
<b>Upcoming Projected/Completed Fundraising Revenue:</b>			
Farmer's Market	\$400/month	Craft Fair (April?)	\$300/
Book Sale (Sept)	\$1,000/\$1,065	Spring Concert (May?)	\$300/
Silent Auction (11/4- 11/18)	\$300/\$1,785		
Gift of Art (begins 12/4)	\$1500/\$1,418		

Approval of the Claim Sheet: Motion made by Vicki Panetis. Seconded by Len Hunt. The motion passed unanimously.

## VI. DISCUSSION ITEMS

None

## VII. COMMITTEE REPORTS

- A. Special Events — The committee met and discussed how some events have the goal of fundraising, and some are more for community-building. Most events achieve both goals, but some have a greater priority for one goal over the other. The committee also discussed details around the Spring Craft Fair. The committee will actively seek vendors whose wares would appeal to the widest audience.
- B. Budget & Finance — The committee had a healthy discussion not only about events but also about budgeting. They recommended that an estimated expense be determined for each event.
- C. Policy — Krissy goes through the policy manual twice/year and will let the committee know when a policy needs to be reviewed and updated. The policies in the manual should be touched every five years, even if we're just reviewing it and not making any changes. The policies are dated each time they are reviewed/updated inside the manual.
- D. Building & Grounds — The committee met on Feb. 1, walked around the building and discovered new things that need to be treated outside. Wear and tear on the ramp will need to be taken care of. Soffits will need to be addressed to eliminate the wasp problem. We will need to get an updated survey. Len will get an estimate for the survey. Regarding the bollards — we need to get new estimates for them as well. They should be installed this spring. Tree-trimming was completed.

## **VIII. OLD BUSINESS**

None

## **IX. NEW BUSINESS**

None

## **X. ADJOURNMENT**

Motion made by Mitch Eiss to adjourn the meeting; seconded by Anne O'Brien. The motion passed unanimously.

The meeting adjourned at 8:11pm.