

Dennis P. McHugh Piermont Library District

Board Meeting Minutes

Wednesday, January 11, 2023, 7:00 PM

(In person at the Library and via zoom video)

Present: Mitch Eiss, Anne O'Brien, Vicki Panetis, Tina Roeder, Kelly Ruby, Ed Stanford, Sara Tucker

Present via zoom: Len Hunt

Also present: Kristine Palacios, Director

Absent: Shauna Seung

A quorum was present in person.

I. Call to order

The meeting was called to order by Mitch Eiss at 7:00.

II. Approval of the minutes for the December 14, 2022 meeting. Motion was made by Kelly Ruby. Seconded by Anne O'Brien. The motion passed unanimously.

III. Public Expression

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

Usage numbers in December were down vs November, but that is a normal pattern. Visits are higher.

Our CREST Grant is moving along. They sent over the next stages of paperwork to move the grant to DASNY assessors. At this point, we can begin to prepare the project. We should touch base with the roofer on scheduling and plan this project out fully. There is still an outside chance that our project's sponsor in the senate does not come through, but we need to plan as though we will be able to move forward.

Frontline has completed the full IT transition. They have provided one additional quote to us for an optional cleanup under the front desk. It includes running cables below the carpet and a UPS backup, as well as better cable management. It would cost \$1,018.95.

Romeo Electric came back with their quote for installing the necessary circuits for placing electric hand dryers in our public restrooms. They would charge us \$1,085 to run the circuits. We would need to purchase two hand dryers on our own, and they would install them. The hand dryers will cost about \$600 each, so the project as a whole will be about \$2,285.

Our New Hire, Jennifer Fagan, has started working and is learning fast. She will be a good fit for our staff.

Our Gift of Art numbers are in: We sold 18 pieces and after deducting the amount owed to each artist, we made \$1,418.

The five South Orangetown Libraries are discussing going out for an increase in school district funding once again this year. It is a very preliminary discussion.

V. TREASURER'S REPORT

Treasurer's Report - December 2022			Jan 11, 2023 Board Meeting
			Fiscal Year 2022-2023 Approved Budget \$407,800
Operating Account +	Capital Improvement Account =	Total Checking Funds (as of 12/31)	Investment Account (T-Bills) (as of 1/10/23)
\$209,357.85	\$125,561.35	\$334,919.20	\$201,374.72
		Total Library Funds - \$536,293.92	
		(Total Checking plus Investment Account)	
Dec Revenue	Revenue YTD July '22-Dec '22	Revenue YTD July '21-Dec '21	Current % of budgeted revenue goal
\$4,122.00	\$406,130.88	\$375,258.29	99.6%
Dec Expenses	Expenses YTD July '22-Dec '22	Expenses YTD July '21-Dec '21	Current % of budgeted expenses
\$27,460.44	\$215,585.85	\$222,616.17	54.6%

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

VI. DISCUSSION ITEMS

- A. We had further of our dealings with Curti's regarding the sidewalk deterioration. The Board will continue to explore the steps we can take to remediate the situation.

B. The consensus for the Board Retreat is to hold it on February 16th, 2023. It will be from 9am to 12pm here at the library, in the Hudson Room.

C. Committees: Upon further discussion, it was agreed to eliminate the following standing committees: Purchasing and Technology, Nominations, and Elections. The other committees will remain.

D. The committee assignments

1. BUDGET/FINANCE:

- Vicki Panetis**
- Ed Stanford
- Mitch Eiss
- Anne O'Brien

2. SPECIAL EVENTS, FUNDRAISING, AND OUTREACH:

- Anne O'Brien
- Shauna Seung
- Sara Tucker
- Kelly Ruby
- Vicki Panetis

3. BUILDING AND GROUNDS:

- Len Hunt**
- Kelly Ruby
- Tina Roeder

4. POLICY:

- Shauna Seung**
- Tina Roeder
- Kelly Ruby

5. PERSONNEL: (Exec Comm)

- Mitch Eiss**
- Vicki Panetis
- Ed Stanford
- Shauna Seung

6. GOALS AND STRATEGIC PLANNING:

- Ed Stanford**
- Len Hunt
- Sara Tucker
- Mitch Eiss

VII. COMMITTEE REPORTS

None

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Motion to Accept Slate of Officers for the 2023 year:

President, Mitch Eiss
Vice President, Shauna Seung
Treasurer, Vicki Panetis
Secretary, Ed Stanford

Motion was made by Mitch Eiss; Seconded by Kelly Ruby. The motion passed unanimously.

B. Motion to accept Jennifer Fagan as the new hire for the clerk part-time position.

Motion made by Sara Tucker; Seconded by Ann O'Brien. The motion passed unanimously.

C. Motion to purchase and have Romeo Electric install electric hand dryers in the public restrooms for an estimated \$2,500.

Motion by Kelly Ruby; Seconded by Mitch Eiss. The motion passed unanimously.

D. Motion to accept the proposal from Frontline to complete additional cleanup and wire management project in the amount of \$1,018.95. Motion was made by Tina Roeder; Seconded by Mitch Eiss. The motion passed unanimously.

X. ADJOURNMENT

Motion made by Mitch Eiss to adjourn the meeting; seconded by Kelly Ruby. The motion passed unanimously.

The meeting adjourned at 8:03 PM.