

Dennis P. McHugh Piermont Library

Board Meeting Minutes

Wednesday, November 13, 2024 7:00 PM

(In person at the library)

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

Absent: Len Hunt, Kelly Ruby

A quorum was present in person.

I. Call to order

The meeting was called to order by Mitch Eiss at 7:06 pm.

II. APPROVAL OF THE MINUTES for the meeting of October 9, 2024.

Motion was made by Sara Tucker. Seconded by Shauna Wennerod. The motion passed unanimously.

III. PUBLIC EXPRESSION

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

In the absence of a library director's report, the following matters were discussed.

A. McNaughton Leasing Update: The cost of the McNaughton allowance was renegotiated by staff and Mitch Eiss. The revised McNaughton service is at a slightly higher rate.

B. Paychex HR Compliance Engagement: A Paychex representative met with the Finance Committee to discuss a service offered by the company to review library financial policies and other payroll practices. The cost is low and includes the preparation of year-end W2's.

C. There was further discussion of the electricity rate renewal.

D. Circulation is generally in line with prior years. Attendance in October was high with attendance for the new artist reception this month unusually high (over 100 attendees). For usage data, see attachment.

V. TREASURER'S REPORT

Treasurer's Report - October 2024			November 13, 2024 Board Meeting
			Fiscal Year 2024-2025 Approved Budget \$436,520
Operating Account +	Capital Improvement Account =	Total Checking Funds (as of 10/31/24)	Investment Account (T-Bills) (mkt value as of 11/12/24)
\$79,963.00	\$41,186.71	\$121,149.71	\$539,962.73
			Inv. Returns = \$28,252.32 (since inception) Chg in Mkt Value YTD=\$15,920.39
		Total Library Funds -	\$661,112.44
		(Total Checking plus Investment Account)	
Oct Revenue	Revenue YTD July '24-Oct '24	Revenue YTD July '23-Oct '23	Current % of budgeted revenue goal
\$91,624.68	\$399,481.53	\$414,975.44	91.5%
Oct Expenses	Expenses YTD July '24-Oct '24	Expenses YTD July '23-Oct '23	Current % of budgeted expenses
\$40,671.33	\$153,274.99	\$129,602.88	35.1%
Upcoming Projected/Completed Fundraising Revenue:			
Farmer's Market (June/July 2024)	\$400	Gift of Art Dec	
Spotlight Auctions July/Oct	\$450	End of Year Donations	

Treasurer's Report - October 2024			November 13, 2024 Board Meeting
Book Sale Sept-Oct	NA	Spring Book Sale	
Pumpkin Decorating Oct	\$435	Craft Fair May	

Additional Notes:

- Piermont Village Tax levy - July 2024 \$301,716
- School District Funds - Oct 2024 \$89,737

Approval of the Claim Sheet: Motion by Sara Tucker. Seconded by Anne O'Brien. The motion passed unanimously.

VI. DISCUSSION ITEMS

- A. Trustee Continuing Education Credits
Continued discussion of the need to meet the continuing ed requirements for trustees before the end of the year.
- B. Limited Parking Usage for Otto's valet parking
Otto's restaurant would like to use the library's parking slots for its valet parking service on Friday and Saturday nights from 5 to 9 PM. We will work out an agreement with them to lay out obligations (such as signage), but the board is in general agreement with this usage.

VII. COMMITTEE REPORTS

- A. Special Events & Fundraising: Sara Tucker reported that the Pumpkin Decoration was very successful, especially with good weather that day. The event was coordinated with the PCA and is great for new families with young kids. Also, the committee is taking a pause in the Spotlight program before deciding on a next Spotlight candidate.
- B. Building & Grounds: Tina Roeder reported on several matters. The B&G committee is starting to explore the possibility of solar panels on our roof. They are also exploring having EV charging stations at the library, given interest in trying to get "public" charging stations. Romeo Electric has submitted a bid for the replacement of all incandescent light fixtures in the building with LED fixtures. LED lighting produces light up to 90% more efficiently than incandescent light bulbs. Some rebates are available to offset

some of the cost. We are still trying to find a source for the bollards we want to install along our front walk.

- C. Policy: By-Laws Amendment, Museum Pass Policy, Open Meeting Policy
This is the second reading of these policy changes. Shauna Wennerod led a discussion of the proposed changes, which will be voted on under new business.
- D. Budget and Finance: Proposed 2026 FY Budget. Vicki Panetis presented the proposed budget for the 2026 fiscal year and led discussion of the various elements in the new budget.
- E. Annual Election: Tina Roeder discussed the plans for the upcoming annual election. Three board members are running for re-election: Mitch Eiss, Len Hunt, and Anne O'Brien.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- A. Motion to Approve RCLS 2025 Budget
Motion by Sara Tucker. Seconded by Mitch Eiss. The motion passed unanimously.
- B. Motion to approve the budget for the Dennis P. McHugh Piermont Library for FY 2026. Motion by Shauna Wennrod. Seconded by Tina Roeder. The motion passed unanimously.
- C. Motion to Approve By-Laws Amendment

Proposed Amendment to the Piermont Library District Bylaws

This is a proposal to revise Article 7 of the Dennis P. McHugh Piermont Public Library Bylaws. Currently, Article 7 reads as follows:

ARTICLE 7

Library Director

The Board of Directors shall appoint a librarian to be executive director of the library who meets civil service Library Director I qualifications.

The proposed amendment reads as follows:

ARTICLE 7

Library Director or Library Manager

The Board of Directors shall appoint a librarian to be executive director of the library who meets civil service Library Director I qualifications or Library Manager qualifications.

Motion by Mitch Eiss Seconded by Vicki Panetis. The motion passed unanimously.

D. Motion to Approve Revised Museum Pass Policy

DENNIS P. McHUGH PIERMONT PUBLIC LIBRARY

E. MUSEUM PASS POLICY

Adopted 6/2/2009; revised 11/13/2024

Museum passes are cooperatively offered to the residents of the South Orangetown Central School District. Anyone 18 or older with a valid library card in good standing from one of the five South Orangetown Libraries may borrow passes from all five libraries. The five libraries constitute: Blauvelt, Orangeburg, Palisades, Piermont, and Tappan Public Libraries.

One pass per family may be borrowed at a time. Each museum has its own policy on how many individuals a pass will admit. This information can be obtained at <https://www.southorangetownlibraries.org/>.

Some passes are available to be printed at home; others must be picked up at the library.

Print-at-home passes are digital museum passes that may be reserved up to one month in advance. Tickets may be downloaded to a phone or printed. Passes are valid for one day. If you need assistance, contact your home library for help.

Pickup passes are passes that must be picked up and returned to the designated library *in person* (not in the drop box) and cannot be reserved in advance. Passes circulate for three days and two nights. There is a \$10/day fine for passes that are returned late. Lost passes will incur a replacement fee equal to the cost of the pass, up to \$500.

For more information, please visit
<https://www.southorangetownlibraries.org/>

Motion by Sara Tucker. Seconded by Mitch Eiss. The motion passed unanimously.

F. Motion to Approve Revised Open Meeting Policy

**DENNIS P. McHUGH PIERMONT PUBLIC LIBRARY
OPEN MEETING POLICY**

Adopted May 2012; revised 11/13/2024

In accordance with Article 5 of the Piermont Library District Bylaws, meetings of the Board of Trustees of the Library shall be opened to the public except as otherwise provided by law. We abide by New York State Education Law, Article 5, §260, §260-a, New York State Public Officers Law Article 7, Open Meetings Law, and Chapter 56 of the Laws of 2022, including §103-a, the specifics of which are stated below.

In accordance with §103-a(2), the Library may use videoconferencing to conduct its meetings provided that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location where the public can attend.

In accordance with §103-a(2)(h), if videoconferencing is to be used to conduct a meeting, the Library will provide the public with the opportunity to participate via videoconference in real time. In accordance with §104, public notice will be given electronically to the local news media and posted on the Library's website at least 72 hours prior to the meeting. In accordance with §103-a(2)(f), if videoconferencing is to be used to conduct the meeting, it will be stated in the public notice along with the virtual link

to participate in the meeting. In accordance with §103-a(2)(g), each meeting conducted using videoconferencing will be recorded, and the recording posted on the Library's website within five business days following the meeting.

In accordance with §106, minutes shall be taken at all open meetings, which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be posted on the Library's website within two weeks following the meeting.

Motion by Shauna Wennerod. Seconded by Sara Tucker. The motion passed unanimously.

- G. Motion to Approve Limited Parking Area Lease Arrangement with Otto's
Motion by Tina Roeder. Seconded by Sara Tucker. The motion passed unanimously.

X. Executive Session

Motion made by Mitch Eiss to move into Executive Session to discuss employment considerations for a particular employee. Seconded by Shauna Wennerod. The motion passed unanimously.

Motion made by Sara Tucker to return to public session. Seconded by Ed Stanford. The motion passed unanimously.

X. ADJOURNMENT

Motion to adjourn was made by Sara Tucker. Seconded by Tina Roeder. The motion passed unanimously. The meeting adjourned at 9:23 PM.