

Dennis P. McHugh Piermont Library

Board Meeting Minutes

Wednesday, May 14, 2025, 7:00 PM

(In person at the library)

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

Also Present: Alex Tretiak, Library Director

Absent: None

A quorum was present in person.

I. CALL TO ORDER

The meeting was called to order at 7:07pm by Ed Stanford.

II. APPROVAL OF THE MINUTES

Approval of the minutes for the April 9 meeting: Motion was made by Mitch Eiss. Seconded by Anne O'Brien. The motion passed unanimously.

III. PUBLIC EXPRESSION

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

The Library Director expressed his thanks for the warm welcome he has received from the Board, staff, and community in his first month here. He looks forward to working with the community in achieving innovative visions for the Library.

General Library News

- The 259 public referendum vote passed on April 29th with a vote of 486 yes and 51 no.
- Piermont Library will be participating in the RCLS Road Trip program this summer, which will involve patrons from neighboring libraries traveling to different libraries for passport stamps and prizes. Staff will be trained on the process for this program later this month.

Programming

Children

- Library art classes continued to see full attendance throughout April. Regular programs for babies, 2s, 3s, and beyond continue to delight on a weekly basis!

- Special children's programs in May will have an animal theme, with Dog Storytime with Luna on May 21 and a Storytime reading about cats from local author Christina DePinto on May 22.

Teens

- The director will be co-hosting the YAK teen group with Nancy on Monday, May 19 as we seek to expand young adult program offerings at the Library! We will also discuss the possibility of enhancing the "teen space" with furniture and passive programming.

Adults

- April programs for adults included a music performance, Motown with the Pettets, and a historical lecture, Piermont's Remarkable Medical History.
- The Library started Beginner Mah Jong classes for adults on Friday mornings in May, which have filled up fast and have a sizable waitlist. Community groups continue to utilize the Library's community room enthusiastically and the Library has provided updated supplies for Canasta and other card games groups.
- The Spring Craft Fair was held on May 3, 2025. The Library hosted 17 vendors and saw a steady crowd of customers throughout the day. Between tables and face-painting donations, the event raised \$593.
- The Teen Film Festival "Five-Minute Flicks" will be held on May 29, 2025, with doors opening at 6:30pm. The director will be representing the Library as one of the judges that evening.
- The Piermont Film Festival for adults will be held on June 8 at 3pm and will focus on films with an environmental message.

Technology

- The technology needs of the Library have the following priorities that need to be addressed:
 - Microsoft Office has expired on staff computers. We are in the process of reestablishing this subscription.
 - Frontline recommends a complete overhaul of our existing equipment.
 - We are researching options for data-wiping software to better ensure patron privacy during sessions on our public PCs.
 - We are exploring the process for repurposing a public PC into a catalog PC to provide self-directed browsing options for patrons.

Staff

- We have been conferring with staff and observing workflows as we work to establish a new permanent staff schedule this month now that the director position has been filled.

We have also been working with civil service in fulfilling requirements for an existing eligibles list for an imminent permanent opening.

A. Library Usage Report – Period ending April 2025

Statistics for Library Usage

Libby:

	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25
E-books	229	198	192	245	186	186	163	183	149	190	161	177	186
Audiobooks	239	243	274	235	245	225	254	220	240	228	207	224	207
Magazines	43	77	53	72	67	75	70	90	95	112	100	99	105

Hoopla:

	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25
E-books	18	15	15	21	24	24	18	24	21	21	23	21	22
Audiobooks	42	52	52	46	46	39	39	47	42	47	55	55	54
Movies + TV	9	7	8	3	4	12	3	6	12	15	11	7	6
Music	2	0	3	0	1	1	0	0	2	2	0	0	0

Quarterly Digital Numbers:

	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025
Libby	1385	1458	1414	1641	1548	1536	1464	1498	-
Hoopla	167	176	154	201	223	221	214	257	-

In-Person Statistics:

	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25
Library Patron Visits	2422	2906	2784	2754	2823	2507	2904	2119	1806	1941	1768	2292	2702
Attd. for prgs & mtgs	404	337	291	404	354	457	599	332	545	526	518	532	539
Circulation	889	NA	NA	NA	920	603	815	516	546	769	783	892	905

Quarterly In-Person Statistics:

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025
Circulation	2676	2665	2693	2408	2500	889*	1523*	1877	2444
Patron Visits	4251	5623	6731	5865	5197	8112	8084	6829	6001

Previous Month's Checkouts by Shelving Location

Shelving location	Count	Shelving location	Count	Transaction type	Count	Borrowers
ABC123	2	LTFIC	3	Checkouts	610	165
AUDBKCD	22	MYSTERY	5	Renewals	295	100
BIOG	44	NEWBIOG	1		905	212
BLURAYS	2	NEWBLURAY	1			
BOARDBK	9	NEWDVD	1			
DVDDOC	5	NEWFICTION	12			
DVDS	45	NEWLTFIC	1			
DVDTV	1	NEWNONFIC	15			
DVDWORLD	2	NONFICTION	88			
EASYNF	4	OVERSIZE	1			
EASYREAD	16	PAPERBACK	1			
EXPRESSFIC	5	PASS	1			
EXPRESSLT	1	PICTUREBOOK	71			
EXPRESSNON	5		610			
FICTION	159					
FICTPOP	60					
GRAPHIC	21					
HOLIDAYLOC	1					
LOCALAUTHOR	3					
LOCALHISTORY	2					

B. Program Summary

April 2025:

DATES	TIME	PROGRAM/EVENT	TYPE	AGE	ATTENDANCE	NOTES
M 4/7, 4/14, 4/21, 4/28	11-11:30am	Storytime w/ Nancy	On-site	0-5	24+32+20+20=96	
TH 4/10	4:30-5:30pm	Story & Craft w/ Nancy	On-site	0-5	6	6 Registered, Flower Craft
W 4/2, 4/9, 4/23, 4/30	3-4pm	Fun for 3s and 4s	On-site	0-5	6+0+0+0=6	
M 4/7, 4/28	5:30-6:15pm	Art Class w/ Alexis	On-site	6-11	9+11=20	Waitlist
W 4/2, 4/9, 4/23, 4/30	5:30-6:30pm	Art Class w/ Alexis	On-site	6-11	11+11+9+9=40	Waitlist
TH 4/17	4-6:30pm	Do-It-Yourself Craft	On-site	6-11	18	2 registered
TU 4/1, 4/8, 4/29	5:30-6:30pm	Art Class w/ Alexis	On-site	12-18	10+12+9=31	Waitlist
M 4/7	5-6pm	YAK	On-site	12-18	8	
TH 4/3	10:30-11:30am	Gentle Yoga w/ Katie S.	On-site	19+	12	15 registered
W 4/16	3-4pm	Adult Book Club	On-site	19+	7	
SU 4/6	3-5pm	Art Show of the Month	On-site	gen int	83	Margaret Dowling-Murphy
M 4/7	6-7pm	Tea Party Bingo for Seniors!	On-site	gen int	18	22 registered; event organized and hosted by teen YAK group
TH 4/10	6-7pm	Presenting: Motown! with the Pettets	On-site	gen int	31	38 registered
TH 4/24	6:30-7:30pm	Family Bingo	On-site	gen int	4	6 registered
SU 4/27	3-4pm	Piermont's Remarkable Medical History	On-site	gen int	51	23 registered
				TOTAL	431	
Non-Library Sponsored Programs/Events/Meetings						
M 4/7, 4/14, 4/21, 4/28	1-3pm	Canasta	On-site	19+	9+6+8+12=35	
W 4/2, 4/9, 4/16, 4/23, 4/30	12:30-4pm	Canasta	On-site	19+	5+4+4+2+2=15	
TH 4/3, 4/10, 4/17, 4/24	1-3pm	Mahjong	On-site	19+	13+11+5+10=29	
				TOTAL	79	
				TOTAL	510	Includes library and non-library sponsored events
OTHER SERVICES						
Reference Questions	241					
Library PC Use	63					
WiFi Use	163					
Bathroom Use	468					

May 2025:

DATES	TIME	PROGRAM/EVENT	TYPE	AGE	ATTENDANCE	NOTES
M 5/19	11-11:30am	Storytime w/ Nancy	On-site	0-5		
W 5/21, 5/28	2:00-2:45pm	Talking to Twos with Ms. Nancy	On-site	0-5		
W 5/21	5:00-6:00pm	Dog Storytime with Luna	On-site	0-5		
W 5/21, 5/28	3-4pm	Fun for 3s and 4s	On-site	0-5		
M 5/5, 5/12, 5/19	5:30-6:15pm	Art Class w/ Alexis	On-site	6-11	13+?+?	Waitlist
W 5/7, 5/14, 5/21, 5/28	5:30-6:30pm	Art Class w/ Alexis	On-site	6-11	11+?+?+?	Waitlist
TH 5/22	4-6:30pm	Reading and Craft with Christi DePinto	On-site	6-11		
TU 5/6, 5/13, 5/20, 5/27	5:30-6:30pm	Art Class w/ Alexis	On-site	12-18	10+?+?+?	Waitlist
M 5/19	5-6pm	YAK	On-site	12-18		Alex will be running now
Th 5/29	6-8pm	Teen Film Festival	On-site	12-18		
TH 5/14	10:30-11:30am	Gentle Yoga w/ Katie S.	On-site	19+	12	15 registered
W 5/21	3-4pm	Adult Book Club	On-site	19+	7	
SA 5/3	11am-3pm	Spring Craft Fair	On-site	gen int	123	
SU 5/4	3-5pm	Art Show of the Month	On-site	gen int	61	Eeshah
F 5/2, 5/9, 5/16, 5/23, 5/30	6-7pm	Beginner Mah Jongg	On-site	gen int	10+3+?+?+?	
TH 5/22	6:30-7:30pm	Family Bingo	On-site	gen int		6 registered
				TOTAL		
Non-Library Sponsored Programs/Events/ Meetings						
M 5/5, 5/12, 5/19, 5/26	1-3pm	Canasta	On-site	19+	10+?+?+?+?	
W 5/7, 5/14, 5/21, 5/28	12:30-4pm	Canasta	On-site	19+	?+?+?+?+	
TH 5/1, 5/8, 5/15, 5/22, 5/29	1-3pm	Mahjong	On-site	19+	9+11+?+?+?	
				TOTAL		

V. TREASURER'S REPORT

A. Monthly Report

Treasurer's Report - April 2025			May 14, 2025 Board Meeting
			Fiscal Year 2024-2025 <u>Approved Budget</u> \$436,520
Operating Account +	Capital Improvement Account =	Total Checking Funds (as of 4/30/25)	Investment Account (T-Bills) (mkt value as of 5/12/25)
\$26,288.98	\$38,239.03	\$64,528.01	\$480,546.34
			Inv. Returns = \$38,680.30 <i>(since inception)</i> Chg in Mkt Value 1YR=\$22,440.54
		Total Library Funds -	\$545,074.35
		(Total Checking plus Investment Account)	
April Revenue	Revenue YTD July '24-Apr '25	Revenue YTD July '23-Apr '24	Current % of budgeted revenue goal
\$672.50	\$461,484.11	\$442,735.78	105.7%
April Expenses	Expenses YTD July '24-Apr '25	Expenses YTD July '23-Apr '24	Current % of budgeted expenses
\$37,662.16	\$381,086.80	\$338,216.69	87.3%
Upcoming Projected/Completed Fundraising Revenue:			
Farmer's Market (June/July 2024)	\$400	Gift of Art Dec	\$2,361 Net (\$4,444 Gross)
Spotlight Auctions July/Oct	\$450	Annual Appeal Donations	\$9,176
Book Sale Sept-Oct	NA	Spring Book Sale	NA
Pumpkin Decorating Oct	\$435	Craft Fair May 3	\$593

Additional Notes:

- Piermont Village Tax levy - July 2024 \$301,716
- School District Funds - Oct 2024 \$89,737
- RCLS 2024 Assembly Bullet Aid Grant received Jan - \$20,000

B. Claim Sheet

Motion to approve the claim sheet made by Len Hunt. Seconded by Vicki Panetis. The motion passed unanimously.

VI. DISCUSSION ITEMS

None.

VII. COMMITTEE REPORTS

A. Special Events & Fundraising

- Spring Craft Fair Debrief

The event was successful in terms of attendance and community-building. The kids' craft and face-painting were popular. The director sent a feedback questionnaire to the vendors — they were generally happy with the event, liked that we extended the time, and 100% said they would participate again. One suggestion was to put some vendor tables outside if the weather is nice. The committee will reconvene and based on the feedback received, make note of how to improve for next year's event.

- New Director Reception

We'd like to hold a reception to welcome our new director and give patrons a chance to meet him. We're looking to do this in June, possibly from 5 to 7pm, immediately preceding our June Board meeting.

B. Policy

The Policy Committee is almost done completing our revisions to the personnel manual and will have a first draft ready to share with the director to get feedback from staff.

C. Building & Grounds

- Meredith will come next week to mulch the property.
- Romeo Electric is also coming next week to install dimmers for the new lightbulbs in the office.
- We received a commitment from our carpenter to install the bollards on May 31st.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

None.

XI. ADJOURNMENT

Motion to adjourn was made by Anne O'Brien. Seconded by Kelly Ruby. The motion passed unanimously. The meeting adjourned at 8:36pm.