

Dennis P. McHugh Piermont Library

Board Meeting Minutes

Wednesday, June 11, 2025, 7:00 PM

(In person at the library)

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

Also Present: Alex Tretiak, Library Director

Absent: Mitch Eiss

A quorum was present in person.

I. CALL TO ORDER

The meeting was called to order at 7:24pm by Ed Stanford.

II. APPROVAL OF THE MINUTES

Approval of the minutes for the May 14 meeting: Motion was made by Tina Roeder. Seconded by Kelly Ruby. The motion passed unanimously.

III. PUBLIC EXPRESSION

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

Library Director Alex Tretiak prepared the report in a new format which presents the information in a clear, coherent, and comprehensive way, to foster improved decision-making based on the usage data. See attached for the full report.

A few highlights from the report include the following:

- We will be participating in the 2025 RCLS Road Trip.
- The Teen Film Festival in May was a successful event.
- Dylan Clarke has received a Civil Service permanent appointment to the position of LFT (less-than-full-time) Clerk.

V. TREASURER'S REPORT

A. Monthly Report: Presented by Victoria Panetis. See attached.

B. Claim Sheet: Motion to approve the claim sheet made by Len Hunt. Seconded by Shauna Wennerod. The motion passed unanimously.

VI. DISCUSSION ITEMS

A. Discussion of the Minutes: After several Board members attended a recent workshop on parliamentary procedure, the Board discussed changes to the current method of recording minutes. The secretary will continue to record actions taken (including matters voted upon) and summarize discussions relating to the issues covered. However, the Director's Report

and the Treasurer's Report will no longer be embedded inside the minutes but attached to them.

- B. Board Availability for Summer Meetings: The Board discussed individual travel plans to ascertain whether we will have quorum for the meetings during the summer.
- C. Strategic Plan: The Board discussed the need to review our strategic plan, which was last adopted in 2020. The Board is required to adopt a new strategic plan every five years. While we reviewed the plan in February of 2023, no revisions were formally proposed or approved at that time.

VII. COMMITTEE REPORTS

A. Special Events & Fundraising (reported by Sara Tucker)

- Meet the Director Reception: This was a successful event, with many patrons in attendance. A survey created by the director generated abundant feedback for the Library. Possibilities for the next Spotlight were discussed. We received positive feedback from vendors at the Spring Craft Fair.
- The reception for the Joan Gussow celebration of life event was also very successful. We discussed the use of the Library for non-library sponsored events. The Policy Committee will review this policy.

B. Building & Grounds (reported by Len Hunt)

- The Village gave us the permit to install the bollards, which will be installed June 12.
- The AC compressor for the conference room and children's room is broken and needs to be fixed promptly.
- We received quotes for new flooring.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

The Library seeks to upgrade four staff computers and four public computers to up-to-date hardware and software by Frontline, and is considering a managed service contract for tech support. The director presented the technology upgrade and managed service contract proposals from Frontline, and the Board discussed them. Therefore,

A. BE IT RESOLVED THAT the Piermont Library Board of Trustees hereby approves a request for the expenditure of \$11,412 for the technology upgrade to 8 workstations provided by Frontline. Motion made by Kelly Ruby. Seconded by Anne O'Brien. The motion passed unanimously.

B. BE IT RESOLVED THAT the Piermont Library Board of Trustees hereby approves a request for the expenditure of \$1000 per month for a managed service contract with Frontline.

Motion to table the proposal was made by Kelly Ruby. Seconded by Len Hunt. The motion to table passed unanimously.

C. BE IT RESOLVED THAT the Piermont Library Board of Trustees hereby approves a request for the expenditure of \$3,600 to repair the broken AC compressor. Motion made by Anne O'Brien. Seconded by Tina Roeder. The motion passed unanimously.

X. EXECUTIVE SESSION

A. Motion made by Anne O'Brien to move into Executive Session to discuss personnel matters. Seconded by Len Hunt. The motion passed unanimously.

B. Motion to move back into regular session made by Anne O'Brien. Seconded by Len Hunt. The motion passed unanimously.

XI. ADJOURNMENT

Motion to adjourn was made by Kelly Ruby. Seconded by Tina Roeder. The motion passed unanimously. The meeting adjourned at 9:31pm.