

**Dennis P. McHugh Piermont Library**  
**Board Meeting Minutes**  
**Wednesday, August 14, 2024 7:00 PM**  
**(in person at the library and via zoom)**

**Present:** Mitch Eiss, Len Hunt, Tina Roeder (via zoom), Kelly Ruby, Ed Stanford, Sara Tucker, Shauna Wennerod

**Absent:** Anne O'Brien, Vicki Panetis

A quorum was present in person.

**I. CALL TO ORDER**

The meeting was called to order by Mitch Eiss at 7:10 pm.

**II. APPROVAL OF THE MINUTES** for the July 10, 2024 meeting.

Motion was made by Shauna Wennerod to approve the minutes as corrected. Seconded by Kelly Ruby. The motion passed unanimously.

**III. PUBLIC EXPRESSION**

There was no public discussion.

**IV. PRESENTAION**

**A. Joanna Goldfarb, Sustainability and Innovation Consultant, RCLS**

Joanna Goldfarb from RCLS attended in person and walked us through a presentation on sustainability and how libraries can participate in various sustainability initiatives.

**V. LIBRARY DIRECTOR’S REPORT**

The library director is on FMLA. There is no director’s report. Mitch Eiss provided the following update.

Koha implementation is going well. Prior training was very helpful.

Data on library visits, program participation, and library usage continues to be in line with normal activity patterns.

Our previous order with McNaughton (adult books) exceeded the remainder of our annual allotment, leaving us without new books coming in the third quarter. Mitch approved additional funds (\$600) for the needed acquisitions. We will assess if we need to allocate additional funds prior to our annual payment in October.

Mitch reviewed the Rockland County Civil Service portal with Vicki Panetis, who then completed the annual payroll certification requirement in the absence of the Library Director.

**VI. TREASURER’S REPORT**

Treasurer’s Report - June 2024			July 10, 2024 Board Meeting
			<b>Fiscal Year 2023-2024 Approved Budget \$413,600</b>
<b>Operating Account +</b>	<b>Capital Improvement Account =</b>	<b>Total Checking Funds (as of 6/30/24 )</b>	<b>Investment Account (T-Bills) (mkt value as of 7/8/24)</b>
\$14,634.22	\$41,186.71	\$55,820.93	\$343,487.37
			<b>Inv. Returns = \$18,788.18 (since inception) Chg in Mkt Value YTD=\$7,122.29</b>
		<b>Total Library Funds -</b>	<b>\$399,308.30</b>
		<b>(Total Checking plus Investment Account)</b>	

Treasurer's Report - June 2024			July 10, 2024 Board Meeting
<b>June Revenue</b>	<b>Revenue YTD July '23-June '24</b>	<b>Revenue YTD July '22-June '23</b>	<b>Current % of budgeted revenue goal</b>
\$2,534.00	\$447,021.81	\$420,148.81	108.1%
<b>June Expenses</b>	<b>Expenses YTD July '23-June '24</b>	<b>Expenses YTD July '22-June '23</b>	<b>Current % of budgeted expenses</b>
\$34,996.25	\$411,482.52	\$394,637.16	99.5%
<b>Upcoming Projected/Completed Fundraising Revenue:</b>			
Farmer's Market (Jun- Nov 2023)	\$600	Gift of Art Dec	\$2,770.89 (net)
Book Sale Sept/Oct	\$581.90	End of Year Donations	\$1,847.60 (net)
Spotlight Auctions Sept-May	\$1,950	Spring Book Sale	\$750
		Craft Fair May	\$840 (gross)

**Additional Notes:**

- \* Piermont Village Tax Levy - July 2023 \$295,800
- \* School District Funds - October 2023 \$89,982.72
- \* Re-invested funds into 6-month T-Bill due 12/28/23 52,000, 5.34% yield, settle date 7/3/23
- \* Re-invested funds into 12-month T-Bill due 10/3/24 83,000, 5.33% yield, settle date 10/5/23
- \* Re-invested funds into 6-month T-Bill due 6/27/24 54,000, 5.15% yield, settle date 12/28/23
- \* Received Dasny \$50k grant check March 4 (will be on March report)
- \* Received \$10k check from Veteran's Memorial Assoc March 4 (will be on March report)
- \*\* Invested additional \$125,000 3/21, into 2 month T-Bill due 5/21/24 126,000, 5.27% yield, settle date 5/21/24

Approval of the July, 2024 Claim Sheet: Motion by Len Hunt to approve the claim sheet subject to further review of payroll entries. Seconded by Sara Tucker. The motion passed unanimously.

**VII. DISCUSSION ITEMS**

None

## VIII. COMMITTEE REPORTS

### A. Special Events & Fundraising

Spotlight on Piermont Creamery generated \$170. Next Spotlight TBD. Our Pumpkin Decorating Event will be in October, potentially 10/20. The next Fundraising Committee Meeting Scheduled for 9/4.

### B. Building & Grounds

We are searching for bollards to place along the street in front of the building to prevent cars from driving over the bricks. We have a lead on a foundry in Canada that was used by Otto's for their driveway.

### C. Policy Committee

We need to create a policy clarifying the continuing education requirement for trustees and the consequences for individual trustees who do not meet the requirement. Shauna Wennerod presented the draft policy below for a first reading.

#### DENNIS P. MCHUGH PIERMONT PUBLIC LIBRARY TRUSTEE EDUCATION POLICY

### **Purpose**

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Piermont Library Board must demonstrate compliance with this policy by filing evidence with the board president annually.

### **Administration**

Each year trustees are required to complete two hours of continuing education during their term on the board.

According to Section 260-D, each trustee shall demonstrate compliance with the requirements by filing with the president of the Board of Trustees evidence of completion of trustee education from an approved provider. Such evidence shall include one of the following:

1. Certificates of completion issued by one or more approved providers; or
2. A signed self-assurance of completion (included at the end of this policy).

Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such

member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the board president by December 31 of each year.

Should a trustee fail to submit evidence of completion by the above date, the trustee will be given a written warning stating that they have 60 days to complete the requirement. At the end of the 60 days, if they have still not completed the requirement, then they will be suspended from the board for 30 days. If after the 30 days has passed and the requirement has still not been met, then they will be removed from the board.

Compliance will be tracked through the library's annual report to the state.

### **Approved Providers**

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education. Trustees can access trustee education courses at the following RCLS web page:

<https://guides.rcls.org/trusteetraining>.

In addition to pre-approving public library systems as trustee education providers, the state library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

### **Pre-Approved Providers:**

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

### **Allowable Formats**

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

#### **D. Budget and Finance**

The \$187,000 approved by the board to be moved from the operating account to LPL for the purchase of T-Bills along with funds sitting in the money market fund. Two Bills were purchased: \$224, 459.92 due 1/16/2025 and \$218,314.12 due 4/17/2025. We have a T-Bill maturing 10/3/2024 for approximately \$80,000. Vicki Panetis and Sara Tucker working on a new spreadsheet for tracking cash flow among accounts.

#### **IX. 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. OLD BUSINESS**

None.

#### **XI. NEW BUSINESS**

None

#### **XII. ADJOURNMENT Motion to Adjourn**

Motion by Len Hunt. Seconded by Shauna Wennerod. The motion passed unanimously. The meeting adjourned at 8:46 pm.