

Dennis P. McHugh Piermont Library
Board Meeting Minutes DRAFT
Wednesday, October 9, 2024 7:00 PM
(In person at the library and via zoom)

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

Present via zoom: Ed Stanford

Absent:

A quorum was present in person.

I. CALL TO ORDER

The meeting was called to order by Mitch Eiss at 7:05 pm.

II. APPROVAL OF THE MINUTES for the September 11, 2024 meeting.

Motion was made by Anne O'Brien. Seconded by Sara Tucker. The motion passed unanimously.

III. PUBLIC EXPRESSION

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

-The director is on leave, so there is no director's report.

-Shauna Wennerod shared the statistics for library usage for the month of September and the 11 months prior, including both our digital collection data as well as in-person data (see following page for the report). There is a general increasing trend in patron visits including attendance for programs over the past year.

-Mitch Eiss reported that he will continue to work with Ms. Nancy to assess whether we should continue to lease vs. purchase new books from McNaughton.

-Mitch also reported that the new Koha system is working fine.

Library Report — October 9, 2024
Statistics for Library Usage

Libby:

| | Sept 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | June 24 | July 24 | Aug 24 | Sep 24 |
|------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|--------|--------|
| E-books | 215 | 182 | 166 | 180 | 227 | 219 | 185 | 229 | 198 | 192 | 245 | 186 | 186 |
| Audiobooks | 230 | 248 | 213 | 205 | 269 | 242 | 296 | 239 | 243 | 274 | 235 | 245 | 225 |
| Magazines | 49 | 78 | 69 | 73 | 73 | 75 | 55 | 43 | 77 | 53 | 72 | 67 | 75 |

Hoopla:

| | Sept 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | June 24 | July 24 | Aug 24 | Sep 24 |
|-------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|--------|--------|
| E-books | 20 | 15 | 24 | 16 | 21 | 22 | 21 | 18 | 15 | 15 | 21 | 24 | 24 |
| Audiobooks | 24 | 23 | 30 | 25 | 32 | 41 | 35 | 42 | 52 | 52 | 46 | 46 | 39 |
| Movies + TV | 11 | 6 | 7 | 7 | 11 | 4 | 12 | 9 | 7 | 8 | 3 | 4 | 12 |
| Music | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 2 | 0 | 3 | 0 | 1 | 1 |

Quarterly Digital Numbers:

| | Q3 2022 | Q4 2022 | Q1 2023 | Q2 2023 | Q3 2023 | Q4 2023 | Q1 2024 | Q2 2024 | Q3 2024 |
|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Libby | 1188 | 1255 | 1425 | 1385 | 1458 | 1414 | 1641 | 1548 | 1536 |
| Hoopla | 171 | 195 | 162 | 167 | 176 | 154 | 201 | 223 | 221 |

In-Person Statistics:

| | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | June 24 | July 24 | Aug 24 | Sep 24 |
|-----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|--------|--------|
| Library Patron Visits | 2186 | 2247 | 1953 | 1665 | 1557 | 1632 | 2008 | 2422 | 2906 | 2784 | 2754 | 2823 | 2507 |
| Attd. for prgs & mtgs | 343 | 383 | 424 | 232 | 561 | 370 | 565 | 404 | 337 | 291 | 404 | 354 | 457 |
| Circulation | 773 | 825 | 875 | 708 | 790 | 798 | 912 | 889 | NA | NA | NA | 920 | 603 |

Quarterly In-Person Statistics:

| | Q3 2022 | Q4 2022 | Q1 2023 | Q2 2023 | Q3 2023 | Q4 2023 | Q1 2024 | Q2 2024 | Q3 2024 |
|---------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Circulation | 3162 | 2522 | 2676 | 2665 | 2693 | 2408 | 2500 | 889* | 1523* |
| Patron Visits | 5157 | 4225 | 4251 | 5623 | 6731 | 5865 | 5197 | 8112 | 8084 |

Previous Month Checkouts by Shelving Location (report #144)

| Shelving location | Count | Shelving location | Count |
|--------------------------|--------------|--------------------------|--------------|
| AUDBKCD | 10 | NEWBIOG | 7 |
| BIOG | 10 | NEWBLURAY | 1 |
| BOARDBK | 29 | NEWFICTION | 21 |
| CLASSICS | 2 | NEWLTFIC | 1 |
| DISPLAY | 2 | NEWMYSTERY | 1 |
| DVDDOC | 3 | NEWNONFIC | 13 |
| DVDS | 40 | NONFICTION | 61 |
| DVDTV | 1 | PAPERBACK | 1 |
| EASYNF | 5 | PASS | 9 |
| EASYREAD | 29 | PICTUREBOOK | 118 |
| EXPRESSFIC | 6 | POPUP | 1 |
| EXPRESSNON | 2 | SERIES | 1 |
| FICTION | 109 | SF | 1 |
| FICTPOP | 70 | SPANISHBI | 1 |
| GRAPHIC | 30 | | 603 |
| HOLIDAYLOC | 4 | | |
| LOCALHISTORY | 1 | | |
| LTFIC | 9 | | |
| LTONONFIC | 1 | | |
| MYSTERY | 3 | | |

V. TREASURER'S REPORT

| Treasurer's Report - September 2024 | | | October 9, 2024 Board Meeting |
|--|---------------------------------------|---|---|
| | | | Fiscal Year 2024-2025 <u>Approved Budget</u> \$436,520 |
| Operating Account + | Capital Improvement Account = | Total Checking Funds (as of 9/30/24) | Investment Account (T-Bills) (mkt value as of 10/7/24) |
| \$33,148.44 | \$41,186.71 | \$74,335.15 | \$537,764.10 |
| | | | Inv. Returns = \$26,019.17 <i>(since inception)</i> Chg in Mkt Value YTD=\$14,443.91 |
| | | Total Library Funds | \$612,099.25 |
| | | (Total Checking plus Investment Account) | |
| Sept Revenue | Revenue YTD July '24-Sept '24 | Revenue YTD July '23-Sept '23 | Current % of budgeted revenue goal |
| \$175 | \$307,856.85 | \$302,039.00 | 70.5% |
| | | | |
| Sept Expenses | Expenses YTD July '24-Sept '24 | Expenses YTD July '23-Sept '23 | Current % of budgeted expenses |
| \$40,906.26 | \$112,603.66 | \$92,570.25 | 25.8% |
| | | | |
| Upcoming Projected/Completed Fundraising Revenue: | | | |

| | | | |
|-------------------------------------|-------|--------------------------|--|
| Farmer's Market (June/July 2024) | \$400 | | |
| Spotlight Auctions July | \$170 | End of Year Donations | |
| Pumpkin- Decorating Oct | | Spring Book Sale | |
| Gift of Art Dec | | Craft Fair May | |

Additional Notes:

- Piermont Village Tax levy - July 2024 \$301,716

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

VI. DISCUSSION ITEMS

A. Items from Basic Library Trustee Education: Anne O'Brien shared various points that she took from the course that will be explored in depth by the Policy Committee.

B. Proposed 2025 RCLS Budget: Mitch Eiss shared the proposed 2025 RCLS budget, which includes the ILS fee and the RCLS fee that would be charged to the Piermont Library.

VII. COMMITTEE REPORTS

A. Special Events & Fundraising

Sara Tucker presented on the Pumpkin-Decorating Event on Oct. 20 (rain date: Oct. 27), with donations from The Orchards of Concklin and Whole Foods. She also shared that the current Local Spotlight on Sabi Sushi is generating great interest, and the auction has numerous bids. In addition, she shared an update on the Annual Appeal, for which the details are being finalized.

B. Building & Grounds

Len Hunt reported that the sprinkler system was winterized today by Meredith. He also discussed the winter contract with Meredith and will get a second quote. We also received a proposal from Romeo Electric to convert all the light fixtures to LED. The current ballasts are all starting to deteriorate, causing the constant flickering. Romeo Electric's estimate is \$6,140, plus O&R offers an instant rebate for energy efficiency. Len will provide a spreadsheet for the bollard options at the next meeting. Len will also look into snow removal and share at the next meeting. Kelly Ruby shared that M&T Bank is going to repave their parking lot, and she is in discussion with their representative to see how it will impact our property.

C. Policy

Shauna Wennerod shared a proposed amendment to the Bylaws, a draft of the Museum Pass Policy, and a draft of the Open Meeting Policy, all of which are shared below for a first reading:

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.

DENNIS P. MCHUGH PIERMONT PUBLIC LIBRARY

MUSEUM PASS POLICY

Adopted 6/2/2009; revised __/__/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/>

DENNIS P. McHUGH PIERMONT PUBLIC LIBRARY

OPEN MEETING POLICY

Adopted May 2012; revised __/__/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.

D. Budget & Finance

Vicki Panetis discussed budget planning and presented an investment update. We're expecting to receive the school funds soon. The Budget and Finance Committee will meet again to discuss whether there's a need to transfer any funds from the investment account to the operating

account. The committee will finalize the 2025 budget proposal and share it two weeks before the next meeting.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

Motion to approve Romeo Electric's proposal to fix the lights was made by Anne O'Brien, seconded by Sara Tucker. The motion passed unanimously.

X. EXECUTIVE SESSION

Motion was made by Mitch Eiss to move into executive session for the discussion of the employment status of a particular employee. Seconded by Len Hunt. The motion passed unanimously.

Motion to move back into public session was made by Len Hunt and seconded by Tina Roeder. The motion passed unanimously.

XI. ADJOURNMENT Motion to Adjourn at 9:29 pm

Motion by Anne O'Brien. Seconded by Len Hunt. The motion passed unanimously.