

Dennis P. McHugh Piermont Library

Board Meeting Minutes

Wednesday, December 11, 2024 7:00 PM

(In person at the library)

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

Absent: Ed Stanford, Shauna Wennerod

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 meeting of November 13, 2024.

Motion was made by Anne O'Brien. Seconded by Tina Roeder. The motion passed unanimously.

III. PUBLIC EXPRESSION

There was no public discussion.

IV. LIBRARY DIRECTOR'S REPORT

A. Paychex HR Compliance Engagement

Paychex HR is helping us make sure we are in compliance with State Code on various issues such as sick time and vacation time. They will also create a new employee handbook. There will also be updates on the flex app for employees to clock in and out and updates on training for employees on record keeping. They will help us revise job descriptions and performance management review processes. This work will continue through March.

B. November Statistics

Library Usage Report - December 11, 2024

Statistics for Library Usage

Libby:

	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24
E-books	166	180	227	219	185	229	198	192	245	186	186	163	183
Audiobooks	213	205	269	242	296	239	243	274	235	245	225	254	220
Magazines	69	73	73	75	55	43	77	53	72	67	75	70	90

Hoopla:

	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24
E-books	24	16	21	22	21	18	15	15	21	24	24	18	24
Audiobooks	30	25	32	41	35	42	52	52	46	46	39	39	47
Movies + TV	7	7	11	4	12	9	7	8	3	4	12	3	6
Music	0	0	2	0	0	2	0	3	0	1	1	0	0

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:

	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24
Library Patron Visits	1953	1665	1557	1632	2008	2422	2906	2784	2754	2823	2507	2904	2119
Attd. for prgs & mtgs	424	232	561	370	565	404	337	291	404	354	457	599	332
Circulation	875	708	790	798	912	889	NA	NA	NA	920	603	815	516

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

Shelving location	Count	Shelving location	Count
AUDBKCD	7	NEWDVD	2
BIOG	10	NEWFICTION	16
BOARDBK	11	NEWLTFIC	1
DVDDOC	1	NEWMUSICCD	1
DVDS	36	NEWNONFIC	17
DVDTV	5	NEWSF	1
EASYNF	6	NONFICTION	64
EASYREAD	15	PARENTING	1
EXPRESSFIC	5	PASS	1
EXPRESSNON	5	PERIODICAL	1
FICTION	99	PICTUREBOOK	67
FICTPOP	66	SF	3
GRAPHIC	36	SPANISHBI	1
HOLIDAYLOC	7	SPANISHFIC	1
LOCALHISTORY	2	SPANISHNF	1
LTFIC	2	STORAGE	1
MUSICCD	17		516
MYSTERY	1		
NEWAUDBKCD	2	Transaction type	Count
NEWBIOG	4	Checkouts	516
		Renewals	293
			809
		Borrowers	129
			99
			182

V. TREASURER'S REPORT

Treasurer's Report - November 2024			Dec 11, 2024 Board Meeting
			Fiscal Year 2024-2025 Approved Budget \$436,520
Operating Account +	Capital Improvement Account =	Total Checking Funds (as of 11/30/24)	Investment Account (T-Bills) (mkt value as of 12/9/24)
\$46,595.88	\$41,186.71	\$87,782.59	\$541,896.41

Treasurer's Report - November 2024			Dec 11, 2024 Board Meeting
			Inv. Returns = \$30,188.34 (since inception) Chg in Mkt Value YTD=\$18,613.08
		Total Library Funds - \$629,679.00	
		(Total Checking plus Investment Account)	
Nov Revenue	Revenue YTD July '24-Nov '24	Revenue YTD July '23-Nov '23	Current % of budgeted revenue goal
\$592.48	\$400,074.01	\$418,557.22	91.6%
Nov Expenses	Expenses YTD July '24-Nov '24	Expenses YTD July '23-Nov '23	Current % of budgeted expenses
\$45,511.33	\$191,100.32	\$170,530.46	43.8%
Upcoming Projected/Completed Fundraising Revenue:			
Farmer's Market (June/July 2024)	\$400	Gift of Art Dec	
Spotlight Auctions July/Oct	\$450	Annual Appeal Donations	
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 Anne O'Brien. Seconded by Len Hunt.
The motion passed unanimously.

VI. DISCUSSION ITEMS

None

VII. COMMITTEE REPORTS

A. Special Events & Fundraising:

Gift of Art was very festive and fun. There was a huge amount of food, mostly supplied gratis from local restaurants, the wine store, and a grocery store. Shauna has already sent thank you notes to those donors. We spent about \$125 on paper goods and other supplies. The event was highly successful. Excellent attendance throughout the afternoon. 37 pieces of art were sold, with gross income of \$3,500. The Library's share is yet to be determined.

Annual Appeal through GiveButter: We received almost \$2,000, and our costs were \$640.

2025 initiatives: Our next Spotlight will be a wine/cheese party with the wine store.

B. Building & Grounds Building and Grounds

EV chargers: Grant money is available.

Solar Panel Update: We received two responses. One company was concerned about the trees. The inflation reduction grant for owning our own panels may go away.

C. Search Committee:

The job is posted on the Rockland County site, tomorrow and Indeed and LinkedIn. Shauna is going to talk to Grace and ask her to post on RCLS. It will also be on our website.

D. Policy Committee:

The Policy Committee is working on revising the Employee Manual with the assistance of HR services at Paychex to ensure we are in compliance with NYS law.

E. Annual Election results for 2024: There were 26 votes. 25 voted yes to approve the budget, and 1 abstained. All three trustees running unopposed were reelected.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- A. Motion to approve the proposal from Reliance foundry for the bollards in front of the library for \$2,866.40. Motion was made by Mitch Eiss. Seconded by Anne O'Brien. The motion was approved unanimously.

- B. Motion to authorize spending Romeo electric to buy LED bulbs to maximize rebate in January per their estimate of \$6,140. Motion made by Sara Tucker. Seconded by Len Hunt. The motion was approved unanimously.

X. EXECUTIVE SESSION

Motion made by Mitch Eiss to go into executive session to discuss retirement plan issue for a particular employee. Seconded by Anne O'Brien. The motion passed unanimously.

Motion made by Mitch Eiss to return to public session. Seconded by Anne O'Brien. The motion passed unanimously.

X. ADJOURNMENT Motion to Adjourn

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

The meeting was adjourned at 9:02 pm.