

**Dennis P. McHugh Piermont Library**  
**Board Meeting Minutes**  
**Wednesday, March 12, 2025, 7:00 PM**  
**(In person at the library and via zoom)**

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

**Via Zoom:** Tina Roeder

**Absent:** None

A quorum was present in person.

### **I. CALL TO ORDER**

The meeting was called to order at 7:23pm by Ed Stanford.

### **II. APPROVAL OF THE MINUTES**

- A. Approval of the minutes for the Feb. 12 meeting: Motion was made by Mitch Eiss. Seconded by Len Hunt. The motion passed unanimously.
- B. Approval of the minutes for the Feb. 24, 12pm and 2pm meetings, the Feb. 25 meeting, and the March 3 meeting: Motion was made by Kelly Ruby. Seconded by Mitch Eiss. The motion passed unanimously.

### **III. PUBLIC EXPRESSION**

There was no public discussion.

## IV. LIBRARY DIRECTOR'S REPORT

### A. Library Usage Report

Statistics for Library Usage — Period ending February 2025

Libby:

	Feb 24	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
E-books	219	185	229	198	192	245	186	186	163	183	149	190	161
Audiobooks	242	296	239	243	274	235	245	225	254	220	240	228	207
Magazines	75	55	43	77	53	72	67	75	70	90	95	112	100

Hoopla:

	Feb 24	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
E-books	22	21	18	15	15	21	24	24	18	24	21	21	23
Audiobooks	41	35	42	52	52	46	46	39	39	47	42	47	55
Movies + TV	4	12	9	7	8	3	4	12	3	6	12	15	11
Music	0	0	2	0	3	0	1	1	0	0	2	2	0

Quarterly Digital Numbers:

	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Libby	1255	1425	1385	1458	1414	1641	1548	1536	1464
Hoopla	195	162	167	176	154	201	223	221	214

In-Person Statistics:

	Feb 24	Mar 24	Apr 24	May 24	June 24	July 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
Library Patron Visits	1632	2008	2422	2906	2784	2754	2823	2507	2904	2119	1806	1941	1768
Attd. for prgs & mtgs	370	565	404	337	291	404	354	457	599	332	545	526	455
Circulation	798	912	889	NA	NA	NA	920	603	815	516	546	769	783

Quarterly In-Person Statistics:

	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Circulation	2522	2676	2665	2693	2408	2500	889*	1523*	1877
Patron Visits	4225	4251	5623	6731	5865	5197	8112	8084	6829

## Previous Month's Checkouts by Shelving Location

Shelving location	Count	Shelving location	Count	Transaction type	Count	Borrowers
AUDBKCD	4	NEWDVD	2	Checkouts	547	137
BIOG	9	NEWFICTION	10	Renewals	236	75
BOARDBK	20	NEWLTFIC	1		783	167
DVDDOC	5	NEWLTNONFIC	1			
DVDS	27	NEWNONFIC	12			
DVDTV	1	NEWSF	1			
EASYNF	4	NONFICTION	56			
EASYREAD	15	PAPERBACK	1			
EXPRESSFIC	3	PICTUREBOOK	39			
EXPRESSNON	2	TRAVEL	2			
FICTION	96		433			
FICTPOP	65					
GRAPHIC	41					
HOLIDAYLOC	1					
LTFIC	3					
LTNONFIC	1					
MUSICCD	3					
MYSTERY	5					
NEWBIOG	1					
NEWBLURAY	2					

## B. Events & Programs

### February 2025:

DATES	TIME	PROGRAM/EVENT	TYPE	AGE	ATTENDANCE	NOTES
M 2/3, 2/10, 2/24	11-11:30am	Storytime w/ Nancy	On-site	0-5	22+42+34=98	
TH 2/13	4:30-5:30pm	Story & Craft w/ Nancy	On-site	0-5	0 (estimate)	5 registered
M 2/3	4:30-5:30pm	Healthy Snacks w/ Caitlin	On-site	6-11	7	
M 2/3, 2/10, 2/24	5:30-6:15pm	Art Class w/ Alexis	On-site	6-11	11+11+10=32	Waitlist
W 2/5, 2/12, 2/26	5:30-6:30pm	Art Class w/ Alexis	On-site	6-11	9+12+10=31	Waitlist
W 2/12	5-6pm	Doggie Storytime w/ Luna	On-site	6-11	7 (estimate)	3 registered
TU 2/4, 2/11, 2/25	5:30-6:30pm	Art Class w/ Alexis	On-site	12-18	13+10+11=34	Waitlist
M 2/10	5-6pm	YAK	On-site	12-18	0 (estimate)	4 registered
W 2/19	11am-12pm	Chair Yoga w/ Rochelle	On-site	19+	12	15 registered, second session
W 2/19	3-4pm	Adult Book Club	On-site	19+	10	
		Art Show of the Month	On-site	gen int		Rose Gonnella; No reception
TU 2/18	5-6pm	Lois Cahall Author Event	On-site	gen int	13	17 registered
W 2/19	6:30-7:30pm	Parent Child Book Club	On-site	gen int	5	
TH 2/20	6-8pm	Hammer & Clay: 2 Films...	On-site	gen int	38	48 registered, by Christopher Lucas
SU 2/23	2-3:30pm	Predators & Primates...	On-site	gen int	74	50 registered; Photo/Video Tour by Dan Spitzer
TH 2/27	6:30-7:30pm	Family Bingo	On-site	gen int	10	11 registered
				TOTAL	371	

### Non-Library Sponsored Programs/Events/Meetings

M 2/10	1-2pm	Tutoring	On-site	12-18	2	
M 2/3, 2/10	1-3pm	Mahjong	On-site	19+	8+8=16	
TH 2/13, 2/20, 2/27	12-2pm	Mahjong	On-site	19+	8+12+5=25	
TU 2/4, W 2/12	12-2pm	Canasta	On-site	19+	5+4=9	
W 2/5, M 2/24	1-3pm	Canasta	On-site	19+	5+7=12	
F 2/21	10-11am	Parking Meeting	On-site	19+	5	
F 2/21	1-2pm	Peace in Piermont	On-site	0-5	12	
F 2/21	4-5pm	Unknown	On-site		3	No indication on the daily tally sheet what this was, just that 3 people attended
				TOTAL	84	This is question 9.19 on the Annual Report
				TOTAL	455	<b>Includes non-library sponsored events</b>

### Other Services (Totals for Feb 2025)

Reference Questions	133
Library PC Use	49
WiFi Use	116
Bathroom Use	250

### TH 2/6: Snow Day

## Events & Programs

### March 2025:

DATES	TIME	PROGRAM/EVENT	TYPE	AGE	ATTENDANCE	NOTES
M 3/3, 3/10, 3/17, 3/24, 3/31	11-11:30am	Storytime w/ Nancy	On-site	0-5	15+10	
TH 3/20	4:30-5:30pm	Story & Craft w/ Nancy	On-site	0-5		3 registered
M 3/3, 3/10, 3/17, 3/24, 3/31	5:30-6:15pm	Art Class w/ Alexis	On-site	6-11	10+11	Waitlist
W 3/5, 3/12, 3/19, 3/26	5:30-6:30pm	Art Class w/ Alexis	On-site	6-11	11+11	Waitlist
TU 3/4, 3/11, 3/18, 3/25	5:30-6:30pm	Art Class w/ Alexis	On-site	12-18	13	Waitlist
M 3/3	5-6pm	YAK	On-site	12-18	9	3 registered
TH 3/6	10:30-11:30am	Gentle Yoga w/ Katie S.	On-site	19+	8	11 registered
W 3/19	3-4pm	Adult Book Club	On-site	19+		
SU 3/2	3-5pm	Art Show of the Month	On-site	gen int	45	Julia Bertussi
SU 3/9	3-4:30pm	Global Fusion & Future of Jazz	On-site	gen int	62	41 registered
SU 3/16	3-4pm	From Italy With Love Concert	On-site	gen int		29 registered; Salvatore Chiarelli
W 3/19	6:30-7:30pm	Parent Child Book Club	On-site	gen int		2 registered
TH 3/20	6:30-7:30pm	Family Bingo	On-site	gen int		

### Other Services (Totals for March 2025)

Reference Questions	
Library PC Use	
WiFi Use	
Bathroom Use	

**V. TREASURER’S REPORT**

**A. Monthly Report**

Treasurer’s Report - February 2025			March 12, 2025 Board Meeting
			<b>Fiscal Year 2024-2025 Approved Budget \$436,520</b>
<b>Operating Account +</b>	<b>Capital Improvement Account =</b>	<b>Total Checking Funds (as of 2/28/25 )</b>	<b>Investment Account (T-Bills) (mkt value as of 3/10/25)</b>
\$71,739.99	\$38,239.03	\$109,979.02	\$477,501.70
			<b>Inv. Returns = \$35,780.39 (since inception) Chg in Mkt Value 1YR=\$22,309.24</b>
		<b>Total Library Funds -</b>	<b>\$587,480.72</b>
		<b>(Total Checking plus Investment Account)</b>	
<b>Feb Revenue</b>	<b>Revenue YTD July '24-Feb '25</b>	<b>Revenue YTD July '23-Feb '24</b>	<b>Current % of budgeted revenue goal</b>
\$3,779.60	\$460,782.61	\$430,467.80	105.5%
<b>Feb Expenses</b>	<b>Expenses YTD July '24-Feb '25</b>	<b>Expenses YTD July '23-Feb '24</b>	<b>Current % of budgeted expenses</b>
\$26,616.59	\$317,652.39	\$272,088.52	72.7%
<b>Upcoming Projected/Completed Fundraising Revenue:</b>			
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	
Pumpkin Decorating Oct	\$435	Craft Fair May	

**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 as amended made by Anne O'Brien. Seconded by Len Hunt. The motion passed unanimously.

## VI. DISCUSSION ITEMS

None

## VII. COMMITTEE REPORTS

### A. Building & Grounds

- Len Hunt met with a contractor to give us a proposal for new carpeting. He recommends hardscape for the children's room and rubberized carpet tiles for the rest of the library. Tina Roeder recommends checking for soundproof tiles.
- Romeo Electric is coming tomorrow to finish replacing the rest of the lighting with LED bulbs. Dimmers will be installed to adjust the bright lights in the office.
- The plumber fixed the leaking toilet, and Len fixed the door that had trouble closing.
- We're waiting on a quote for the installation of the bollards.
- Tina Roeder looked further into the possibility of solar panels. She spoke with a contact at Gardiner Library who shared their experience. They received the grant which paid for 50% of the cost. Tina got a quote from SunBlue Energy for roughly \$108,000. It would take about 14 years to recoup that money, but would reduce our cost \$4,000 each year. There are certainly environmental and health benefits — reducing our carbon footprint and sustainability.

### B. Special Events & Fundraising

The Spring Craft Fair is Saturday, May 3, 11am to 2pm. We're looking for ideas to draw people in, like a face painter or petting zoo. This is a strong community-building event.

### C. Policy

The Policy Committee has been working on revising the personnel manual. We received a template from Paychex with the details of our current personnel manual embedded in it, and are working, section by section, to tailor it more specifically to the Library.

### D. Director Search

Ed Stanford reported on the status of hiring our new director. We are working through the Civil Service requirements and have just received the Civil Service

approval on the application of the person the Board has selected (verifying the credentials of that individual). We are now awaiting notification from Civil Service authorizing the appointment.

#### **E. Personnel**

Mitch Eiss shared that he will come off of the Executive Committee next month but continue to stay on the Board. Any Board members interested in joining the Executive Committee should speak with Ed Stanford.

#### **VIII. OLD BUSINESS**

None.

#### **IX. NEW BUSINESS**

#### **XI. ADJOURNMENT**

Motion to adjourn was made by Mitch Eiss. Seconded by Anne O'Brien. The motion passed unanimously. The meeting adjourned at 9:11pm.