

Putnam Valley Library Trustees Meeting Minutes
January 18, 2022 Via Zoom

Attendees:

Trustees: Leslie Martin, Ginger Lefurgy, Terry Raskyn, Cori Madrid, Janet Dolot, Beth Appel, Marilyn Power, Jodi Carlson (appointed to the Board in this meeting)

Library Director: John Faria

Assisting with Facebook recording: Cole Caulfield

1. Meeting commenced at 7:10 PM via Zoom
2. Minutes for the meeting of December 20 were approved with one abstention. Ginger moved and Leslie seconded the approval.
3. The Treasurer's Report provided a review of annual expenses and revenue for the library for the year 2021. Revenue was down slightly from funding and donations, balanced by \$6,500 in revenue from the passport issuing service, for a net \$1,200 over the projected budget. Annual expenditures were \$95,000 over the budget, largely due to \$108,000 in expenditure to repair the roof.
4. The Director's Report summarized activity for the year 2021, finding that both digital and physical circulation were down from 2020, likely affected by the pandemic. Program attendance was up sharply, from 2127 in 2020 to 4558 in 2021.

The Web page is in the process of updating to include materials required by new library regulations. The library's mission statement has been posted. A draft long term strategic plan for the period 2020 to 2023 has been distributed to the Board to review and approve for the website.

John is in the process of setting up the FY 2022 Budget. Most of the funding sources are set, including \$325,525 from the town of Putnam Valley, \$46,696 from the County, and \$2,461 from the Mid-Hudson Library system.

There has been considerable progress in facilities maintenance and repair. The dumbwaiter has been repaired, new outside lights have been installed, gutters have been cleaned, and new ceiling tiles have been installed as needed. The library is continuing discussions about the possible installation of heat pumps. The vendors are expected to meet with the Board at the next meeting to discuss the process, estimated costs, and the availability of rebates and grants. John is consulting with the Mid-Hudson Library System about the grant for the skylight and fundraising opportunities.

In terms of library operations, John has established a Leadership Team and a Collection Development Team. He is also developing a local history collection to be housed on the main floor, including old photographs found in the library's files.

5. Old business included review of the strategic plan, which will be taken up at the next meeting, and signing of the library's contract with the Town.

6. New business:

The Board agreed to raise the threshold for expenditures without needing Board approval to \$750.

John provided a written copy of the library's circulation policy for the Board to review, including how long different materials can be checked out for, and fines for late return of hot spots, Nintendo games, and museum passes. The Board discussed the policy and then proposed that John compare and coordinate policies with other libraries in the Mid-Hudson system. Ginger moved and Cori seconded a resolution which was passed unanimously that John should make appropriate revisions and then post the policy to the Web.

The library Handbook needs to be revised to establish policy on accrual of vacation time. The Board discussed policy options, and John and Sarah Antoinette will consult with Ethan Allen to establish a plan.

Jodi Carlson was unanimously approved as a member of the Board.

Janet Dolot was appointed Vice President of the Board, and Marilyn Power was appointed Secretary, to fill positions opened by the retirement of Gail Bennett and Arlene Rubinstein, respectively, from the Board.

The Board discussed the question of whether the library staff needs active shooter and disruption deescalation training, as well as protocols to address disruptive behavior. John will investigate whether Mid-Hudson offers such training programs, and will also check with the County Sheriff's office.

The Board also agreed that the library should institute regular fire drills, and initiate medical emergency training for the staff.

7. The next Board meeting will take place on Feb. 22 via Zoom. Among other agenda items, there will be a presentation on a possible heat pump conversion for the library.

Respectfully submitted,
Marilyn Power