

## MEETING MINUTES

PRESENT: Marjorie Galen, presiding, John Guzewich, Christopher Keywork, Jennifer Citrolo, Suzanna Frosch, Maria Gagliardi, Debbie Firestone recording

EXCUSED: Natalie Barak, Margaret Cook, Sarah Buterbaugh

GUESTS: Carol Knudsen, Lyn Fowler, Greta Nettleton, Eileen Larkin

Marjorie called the meeting to order at 7:36pm

Guests were asked for their comments regarding the possible consolidation of three of the South Orangetown Libraries – Palisades, Orangeburg and Tappan.

Marjorie noted that this consolidation process would be lengthy, we are at the very beginning stages of what will most likely be a two year process and need more information ourselves. We will be doing a study this summer with a company called Pattern for Progress, results of which would be made public. We are researching the consolidation due to pressure from the Town Board to create the Special District Library and the positive aspect of it would be that the public would vote on our budgets, where they currently have no say. Maria added that she didn't think things would change – from the patron's perspective - at each individual library as a result of the consolidation, that we would still maintain our individuality.

Guest thoughts and questions are listed below, which prompted some conversation:

Carol:

- Thought the prospect didn't sound good and wanted more information.
- Inquired about the ability to bond post consolidation.
- Asked about the size of the other libraries involved as compared to Palisades - thought we might end up shortchanged with both representation and funds since we are the smallest.
- Looks forward to the results of the study.

Lyn:

- Wanted to know how the consolidation came to include only the 3 libraries.
- Wanted to know if the study cost was being shared evenly, including the town and Blauvelt, should they join the effort after the study was completed.

Eileen:

- Thought Blauvelt was out because they said it would cost more to consolidate, due to pensions, civil service and benefits.
- Civil service gives you fewer options with who you can hire.
- Likes the current structure, thinks we should work with the Town to avoid change.
- How would Tappan's outstanding debt affect us? How would the debt be structured? Would we be able to maintain our own fund balance?
- Can we consider a large fundraiser to help the library?
- Inquired about the School District Increase in 2017 – amount and structure.

- Very concerned about taxes and long term effect, questions future of libraries in general even though she loves it and uses it regularly.
- Suggested more programs for children as she attends other libraries children’s programs.
- Wants library to be completely transparent about study and situation, not everyone has email, wants written letters to all and in-person session to explain study findings.

Greta:

- Was very relieved to hear that the consolidation was of management and services, not actually closing buildings.
- Happy to hear the timeline is a long one - that nothing is happening overnight.
- After learning a little more tonight, she thought there might be some silver linings to a consolidation – bonding, voting, etc., when her initial thoughts were all negative.
- Looks forward to learning about study findings.

Board meeting guests departed the meeting at 8:10pm

Marjorie reviewed copy of a letter to be printed in 10964 regarding the possible Consolidation; some edits were made based on guest comments.

**Jennifer moved to approve the minutes from the 12/13/18 meeting and the 1/17/19 Special meeting, John seconded. All in favor.**

Maria began with the Librarian’s Report.

#### LIBRARIAN’S REPORT - 2018 SUMMARY

**Staff:** Children’s Librarian, Claudia Uccellani accepted a position at a Westchester Library, New Librarian Denise Marchetti has limited hours at this time, Part time clerk Amanda Grinvalds moved to Florida and Pamela White was hired as part time clerk.

**Statistics:**

- Circulation of physical materials is down by 7%
- Electronic circulation is up 108%. If you factor in electronic material, lending is flat
- DVD circulation is holding steady at 25% of all circulation
- Children’s book circulation is down 11% for the year
- Total attendance is down 3% & Program attendance is 18%

**Finances:**

- Budgeted income deficit was \$43,000
- Actual income deficit was \$7,500

**New and Exciting:**

- Notary Public on staff
- “Page-Turners” Family Book Discussion
- Summer Reading Program Escape Room for teens and adults
- Museum Passes – Frick has been added to the collection
- Old is new again Historic Committee meets weekly to organize the collection making it easier to use
- Hoopla & Kanopy digital collections
- Courtesy Renewals for all books
- Fine Free Lending for YA and Children’s materials

**Collaborations:**

- South Orangetown Day on October 13
- Poetry Slam with the Tappan Library
- Plant Sale with the Community Center

- Story Times with Children’s Corner and Bright Horizon students
  - Monthly Book Club at the Esplanade
  - Staff and friends volunteer at the Tappan Zee Thrift Shop on behalf of the library
- Income from the Thrift Shop is up 16%

Old Business

**Jennifer moved to approve \$5,000 to fund Palisades’ share of the cost of the Consolidation study to be done by Pattern for Progress this July. Suzanna seconded. All in favor.**

**Long Range Plan:** Maria reviewed the plan and said we should check in with it twice per year to remain on track.

**Jennifer moved to adopt the Long Range Plan 2019-2024. John seconded. All in favor.**

**Building Upgrades:** As a result of a space walk through, the following was discussed:

- Improvements for better use of the community room: lighting changes, smaller chairs to fit better around tables and increase room capacity, a larger meeting table and cabinetry to house some of the historic documents and artifact collection.
- A similar conversation was had about the space in the Historic Room.
- Possible display and rotation of historic items throughout the library.
- Maria to review possibly using Facebook to highlight some of this collection.

Committee Reports

Building Committee: John reviewed building status.

- O&R will be burying the power lines to the building and also approved keeping the power cabinet inside, where it is currently located in the basement instead of requiring that it be moved to the outside of the building on Oak Tree Road. This work will not proceed until the spring.
- Maria is working with our HVAC vendor regarding a retrofit of our system. Grant funds can cover up to half of the cost and we can also look into Bullet Aid from Senator Carlucci.
- More crab grass than regular grass, Maria to speak with Richard Rasmussen about remedies.

Board Positions & Committee Membership

- Marjorie Galen, President
- Christopher Keywork, Treasurer
- **Building Committee:** John Guzewich, Suzanna Frosch, Margaret Cook
- **Financial Committee:** Christopher Keywork, Jennifer Citrolo
- **Special District Committee:** Marjorie Galen, Jennifer Citrolo
- **Symposia Committee:** Marjorie Galen, Suzanna Frosch
- **Personnel Committee:** Beverly Warwick, Marjorie Galen, Natalie Barak. Personnel committee will meet to discuss employee benefits.
- Beverly Warwick, Vice President
- Jennifer Citrolo, Secretary

**Christopher moved to accept the slate of Board positions and committee members for 2019 as presented. Suzanna seconded. All in favor.**

Financial Report:

Chris reviewed the financial and restricted accounts for year end 2018. Less funds than expected were required from the Fund Balance for the year, mostly due to capital expenses not occurring as predicted.

**John moved to accept the Treasurer's Report for year end 2018. Jennifer seconded. All in favor.**

New Business

Maria briefly reviewed the NYS Annual Report for 2018.

**Jennifer moved to accept the 2018 NYS Annual Report as submitted. John seconded. All in favor.**

Maria inquired if the Board would like to join with the Tappan library in their request to ask the South Orangetown School District for a 10% increase this year. The Trustees were not interested in pursuing this.

All Trustees present updated signatures on the Conflict of Interest policy for 2019.

The meeting adjourned at 9:09 pm.

Next scheduled meeting is April 11, 2019 at 7:30pm.