

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, John Guzewich, Sarah Buterbaugh, Suzanna Frosch, Natalie Barak, Maria Gagliardi, Debbie Firestone recording

EXCUSED: Margaret Cook, Christopher Keywork, Jennifer Citrolo, Beverly Warwick

Marjorie called the meeting to order at 7:37pm

Natalie moved to approve the minutes from the 6/13/19 regular meeting and special meetings on 7/18/19 and 8/28/19. John seconded. All in favor.

Maria began with the Librarian's Report.

The library submitted a construction Grant Application with a total amount of \$154,195 to RCLS. It includes HVAC system and elevator work, as well as water remediation in the elevator shaft. There is a good likelihood the library will receive 50% of the total cost of work. Once approved, 90% of funds are distributed in August of the following year and the remaining 10% is funded once the work is complete. You have two years to complete the work. The Board needs to make an assurance that the work would be completed regardless of the percentage awarded to the Grant Application.

Suzanna moved to approve the NYS Construction Grant Application 0386-20-8426 and accept the terms outlined in the RCLS applicant letter. Sarah seconded. All in Favor.

LIBRARIAN'S REPORT

Programs

- 58 children participated in Summer Reading
- 30 adults participated in Summer Reading
- Adult yoga continues to be very popular
- The children's magic show and ice cream party were the most popular programs

Collaborations

- Summer Reading programs across the 5 SOCSO libraries
- 125 children participated in the 5 library scavenger hunt
- 10 people from Palisades participated in the blood drive at Tappan Library

Statistics

- August 2019 statistics are slightly higher than August 2018
- Adult books was slightly lower but children's was up 48%
- Digital circulation has nearly doubled since last year

New Copier

- Patrons are taking advantage of our honor system by not paying for copies and prints.

- We are looking into purchasing software that will alleviate the problem. In the past we avoided it because of the cost to implement and added steps patrons have to take to print and copy
- Software costs \$1,104.35 to set up and \$313.03 each additional year

Sustainability Initiative

- Highlights from Energy Assessment on June 18 by Daylight Savings Company
 - Changing out the lights to more energy efficient LEDs would have the highest return on investment
 - Other recommendations were to have a lower setback of thermostat during unoccupied hours and turning off the public computers at night
 - Estimated we could save \$1,179 a year with a payback of 8.2 years after investing \$9,615 in the lighting upgrades
 - HVAC replacement was not recommended as a cost saving measure
- Maria will circulate this report to the Board.

New Anti-Smoking Law affecting public libraries June 19, 2019 – the library is compliant with signage for this new law:

Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.

Maria reviewed the Financial Report for the period June – August 2019, indicating all is on track.

There was discussion of having a trustees sign checks as well as creating different monetary approval levels, and it was decided that trustees would sign the checks going forward. Marjorie, Beverly Chris and Jen all have signing authority.

Building Committee: John reviewed building status.

- Gutters will be cleaned once all the leaves come down.
- Water sensors in elevator containment pit were moved both higher and to the opposite side of the outdoor water discharge pipe to prevent them from going off due to splashing.
- There has not been any more water leaking in the vestibule.
- We have not heard from our Oak Tree Road neighbor regarding removal of the dead trees.
- Orangetown is considering signing up with CCA (Community Choice Aggregation). It will provide a 10% savings with no commitment on the part of the library. We should wait to see what the town does and what savings will occur, before proceeding with a solar farm on our own.

OLD BUSINESS

Any trustee who has not completed the online Sexual Harassment Prevention training needs to do so before the next Board Meeting.

Special District Update: By Marjorie.

- The Directors have met with Andy several times in order to gather information.

- The President, Treasurer and Director of each library will meet to review a final draft report, which should be some time in October.

New Business

Marjorie and Beverly's terms expire this year. Marjorie would like to stay for another term, but Beverly will not renew her term.

Sarah and Marjorie formed a Nominating Committee and indicated there is someone of interest they would like to approach. Marjorie will reach out to this potential candidate.

The Annual Meeting is during the regular meeting on 12/12/19. During that day we will conduct the election for the new trustee and certify it at the meeting.

John moved to adjourn the meeting at 8:26 pm. Suzanna seconded. All in favor.

Next scheduled meeting is October 10, 2019 at 7:30pm.