

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, John Guzewich, Sarah Buterbaugh, Suzanna Frosch, Margaret Cook, Jennifer Citrolo, Beverly Warwick, Maria Gagliardi, Debbie Firestone recording

EXCUSED: Christopher Keywork, David Englander

GUEST: Paul Riccobono

Marjorie called the meeting to order at 9:15am

Maria noted that this would be Beverly's last meeting and thanked her for her service.

Suzanna moved to approve the minutes from the 9/12/19 regular meeting and special meetings on 10/30/19 and 12/07/19. Jennifer seconded. All in favor.

LIBRARIAN'S REPORT – by Maria

Beverly moved and Sarah seconded adding a statement to the Attendance Section of the Palisades Free Library Employment Handbook Personnel Policy, which reads: "When the library needs to close on a Sunday due to an adverse weather or emergency condition, employees scheduled to work on that date will be compensated at a straight time rate for the missed hours." All in favor.

Jennifer moved and John seconded to amend the Programming Policy to include the following sentence: "Should the Program Presenter wish to sell any items during the Program, Presenter agrees to a 15% donation of said sale proceeds to the Palisades Free Library". All in favor.

Jennifer moved to approve and John seconded a 3 month trial of adjusting the library's opening hours on Monday to Friday from 11:00am to 10:00am, beginning January 2, 2020. Attendance statistics for that 3 month period will be reviewed to determine whether the trial becomes permanent or is discontinued. All in favor.

Notable Programs (since our last meeting in September)

- Outragehiss Pets – over 60 people attended
- Cupcake Decorating for kids very popular – 23 participants
- Foreign Film Night drew a small crowd of 10 people
- Artist's Way has 14 registered participants
- Coffee Talk, our daytime lecture series has a regular following of 6-8 people

Collaborations

- South Orangetown Day with Mighty Five SO Libraries – over 500 visited our booth
- Alice's Ordinary People Documentary with Mighty Five SO Libraries – 20 attendees

New Equipment

- Purchased 2nd AWE station for children's room \$2,836 – in 2019 current machine was:
 - used 230 times, average of 28 minutes per session.
 - There are times when 2 children want to use the computer station at the same time.

Sustainability Initiative

- Public computers were updated to Windows 10. They now go into sleep mode after 15 minutes of inactivity and shut down automatically at night.

Statistics: Year to Date

- Traditional circulation (books, DVDs, magazines) is 19,782 - up 4%
- Digital/Streaming circulation is 3,293 - up 44%
- Total visitation is 15,410 - down 4%
- Program attendance is 2,329 - up 19%
- Reference questions are 1,856 - down 8%
- Monday has the highest average for checkouts and attendance (Sunday the lowest)
- Tuesday has the highest number of reference questions (Sunday the lowest)

Comments on the Librarian's Report:

- Marjorie suggested putting the shelving in the children's room on wheels so larger children's programs can happen in this room instead of the Community Room.
- It was suggested that we reserve 25% of program attendee space for Palisades residents for a short time, then release them for general registration.
- Beverly asked if there was a possibility of resurrecting the French program.

FINANCIAL REPORT

A proposal from RRC CPAs P.C. for the annual Audit of year-end 2019 was presented for review. This would be the second audit they performed for the library.

Jennifer moved to accept the RRC CPAs P.C. audit proposal for year-end 2019. John seconded. All in favor.

Maria indicated that the budget for the year was on track. She reviewed the proposed 2020 budget. Notable budget changes: increase in the RCLS Anser Fees, the library will shift audiobook funds over to e-books as they have become more popular, more funds would go toward adult programming as program attendance has steadily increased. Lawyer fees for the redistricting process are considerable, although they could potentially spread out over 2 years. The increase in building service calls includes necessary periodic interior and exterior work.

Comments on the Financial Report:

- Is there a way we can reach out to new homeowners with a welcome packet or basket?
- Could we consider resurrecting the annual Kindergarten photo for the 10964 - to get the young ones in to sign up for library cards?
- Maybe we could sell discounted movie tickets at the library?

Suzanna Frosch moved to adopt the 2020 Budget as presented. Beverly seconded. All in favor.

Building Committee: John reviewed building status.

- John will clean the gutters shortly.
- HVAC complete, total cost of project - \$81,307 (+ \$1,846 for permit fees). Quote was \$80,655.
- Town Inspector reviewed project and signed off – awaiting final paperwork
- Because of new ductwork, one fire sensor was moved at a cost of \$199.95
- Fall clean-up was completed and deer netting installed - \$370
- Maria met with a carpenter to discuss built-in storage for the community room. Drawing are forthcoming.
- A proposal for a new bathroom door and fan will also be submitted, which is mainly to enhance noise suppression.

OLD BUSINESS

Special District Update:

- Maria reviewed her recent meeting with the lawyers (Ellen Bach and Robert Schofield) at their office in Albany. Sara Nugent and Michele Galle-Looram were also in attendance.
- Grace Riario shared the Governor's Hudson Valley point person contact information, which may prove to be helpful.
- New proportional board representation must be based on population to be constitutional. This method would slot board trustees: 1 Palisades, 3 Tappan, 2 Orangeburg and 1 Sparkill.
- The other board make-up choice would be an "at-large" number of trustees on the board with no guaranteed Palisades trustee, although there could be possibility of 2 Palisades seats under this scenario.
- The board could not decide which of these two methods would better serve the library in the future and had more questions for the lawyers.

Beverly left the meeting at 10:50am

New Business

Trustee Election Results: Maria indicated that there were 10 voters. Marjorie Galen received 9 votes and Paul Riccobono received 10.

Margaret moved to certify and adopt the election results. Suzanna seconded. All in favor.

Next scheduled meeting is Tuesday February 11th at 7:30pm.

Jennifer moved to adjourn the meeting at 11:20 am. Marjorie seconded. All in favor.