

## MEETING MINUTES

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

EXCUSED: Suzanna Frosch, Christopher Keywork, Natalie Barak, Jennifer Citrolo,

Marjorie called the meeting to order at 7:40pm

**Margaret moved to approve the minutes from the 4/11/19 meeting. John seconded. All in favor.**

Maria began with the Librarian's Report.

## LIBRARIAN'S REPORT

### Programs

- We mailed invitations to over 60 households in Rockleigh to an open house on May 4 – the only family that came was the one that already has a membership with us
- 14 people participated in the latest Artists Way series
- Baby Time – This was being done by a substitute librarian, and Kate will see if the families want to meet on the days that she is working.

### Collaborations

- Over 30 people attended the Poetry Slam with the Tappan Library, April 14
- We made \$645 at the Plant Sale with the Palisades Community Center on May 11
- 30 people attended the Korean Spirit and Culture Promotion with Orangeburg and Blauvelt Libraries on April 28 at the Orangeburg Library
- 120 people enjoyed Swingin' at Shanks with the Big Band Sound with the Orangeburg, Tappan, and Blauvelt libraries on May 18 at the Manse Barn.
- Ongoing Esplanade Book Club and Book Delivery
- Ongoing Story Times at Bright Horizons
- Kate will be doing story time at the library for the Children's Corner preschoolers
- Many collaborations for the Summer Reading program

### Statistics

- Continue to be on par with the last 5 years
- Traditional media, books and AV are up slightly from last year
- Ebooks and streaming video has nearly tripled from 2018
- We have 67 unique users borrowing Overdrive digital materials from Jan – May
- 14 people are using Kanopy streaming video from Jan – May
- Around 15 people are using Hoopla from Jan – May (exact numbers not available)

### Grants

- I will be working on the Library Construction Grant over the summer. We may need to have a special meeting over the summer to approve the grant submission to RCLS. We can receive up to 50% of a project.

- Next year we can apply for a grant to build custom cabinets and replace the light fixtures in the community room.

### **New Copier**

- Our copier lease ended and we have a new Toshiba Copier with the same company, Atlantic – Tomorrow’s Office. We added a collator/stapler.

### **Sustainability Initiative**

- Energy Assessment on June 18 by Daylight Savings Company

**Beverly moved to deposit the Plant Sale proceeds of \$645.00 into the Due Friends Account. John seconded All in favor.**

Maria reviewed the Financial Report for the period April – May 2019.

**John moved to approve the financial report as presented for period ended 5/31/19. Beverly seconded. All in favor.**

Maria reviewed the audit in its Draft form.

**Sarah moved to approve the Draft 2018 Audit Report as presented. John seconded. All in favor.**

### Committee Reports

Personnel Committee: Update given by Maria.

- All trustees need to take Anti-Sexual Harassment Training. Certificates of completion from employers are acceptable. All others will need to watch the video, which Maria can facilitate. Marjorie, Suzanna and John all need to watch the video.

Building Committee: John reviewed building status.

- Meeting room lighting requires a design specialist. Marjorie and Suzanna to reach out to designer at Lites Plus in Nanuet. Beverly will also reach out to her lighting designer. If something is chosen, it might be possible to incorporate the lighting into the construction grant Maria is putting together for the HVAC work.
- Property looks nice, he cleaned the gutters 2 weeks ago. Maria stated there was a leak above the interior vestibule door with the last storms. Maria to contact roofing company to see about swapping the 4” gutter with a larger 6” on the Oak Tree side of the building.
- New outdoor spigot was installed on Oak Tree Road side of building for \$880.
- Maria will continue to research Community Solar Farms as preliminary info makes the prospect seem feasible given the library will be here long term. The library roof would probably not be efficient for solar and the historical board would need to be involved.

**John moved to approve the funds - \$5,928.00 – to bury the electric supply lines to the library be partially paid from the Johanna Lo Estate donation made to the library. Sarah seconded. All in favor.**

- The Bi-State and Berry Burner quotes for the HVAC work were reviewed and discussed. Each proposes a different system for the library and it is therefore difficult to compare and select. Marjorie suggested having the engineering firm who audited and reported on the building’s current system review the proposals and make a recommendation. Clarkstown Heating & A/C came and looked at the job, but did not get back in touch or respond to a follow up email.

- Maria will pass all information along to Trustees, in answer to questions she has for Bill at Bi-State on the quote he submitted.
- Two tentative dates were selected – July 11 or July 18 for a special meeting regarding the Grant preparation and submission, which will include selecting the HVAC company to do the work.

Special District Update: Marjorie provided the update.

- The town made a motion and agreed to fund \$5,000 toward the cost of the Special District Consolidation Study at their last Town Meeting.
- The 3 libraries need to meet to decide on parameters that they expect out of the study, even if they are not parameters written into the study.

### New Business

No new business.

The meeting adjourned at 8:42 pm.

Next scheduled meeting is September 12, 2019 at 7:30pm.