

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, , Marty Nealon, Margaret Cook, Sarah Buterbaugh and Maria Gagliardi

EXCUSED: Kathryn Shattuck, Paul Riccobono, Andrew Goffe

Maria began recording the meeting at 7:35pm

Marjorie called the meeting to order at 7:35pm

Marty moved to approve the meeting minutes from the 4/14/21 meeting. Sarah seconded. All in favor.

LIBRARIAN'S REPORT: by Maria

- Visitation (43% of 2019) and checkouts (79% of 2019) are not what we would like, but based on per capita, we are doing better than the other libraries in RCLS
- Masks are still required in the building and the computer time limit has been extended to one hour.
- The Historic Committee is meeting again at the library and working on projects.
- Summer Reading (June 21 – August 7) preparation is underway:
 - Children, teen and adult programs
 - Preparing in house and sending out a B&W newsletter, volunteers for folding would be helpful
 - One adult and one teen SRP participant will each win a Kindle Fire
 - Car Travel Kits (activities and books for the car) will be available

Financial Report : by Maria

We are on track for where we expected to be right now. The scheduled building maintenance for this year may not happen as we are still waiting on quotes for the work. The final payment for the elevator work was made as the concerns we brought to Liberty were all addressed.

The Thrift Shop has been doing well, so we share in those proceeds.

The funds that are not raised through taxes, are the funds that are eligible for investing, (the Account Summary funds, minus the Building Fund) would not make the venture worthwhile since it is such a small amount.

Building Report: by Maria

- Liberty Elevator address our concerns and we paid the final balance for the project.
- Backup sump pump and exhaust fan were installed, completing Seth Glasser's work on the project.
- No update or quote for siding and window work.

- Locksmith adjusted three doors that were not closing/locking properly.
- Children’s librarian has set up her station in the children’s room. We will be relocating a phone to her desk and replacing 2 broken phones and reprogramming some features.
- Electrical Service Update – switching electricians to expedite work
- LED lighting retrofit through O&R

Margaret wanted to know if we had received anything back regarding the RTG Lighting/O&R retrofit work. Maria indicated that it would take some time for their proposal to go through the O&R channels and get back to us. O&R would pay 70% and the balance could be covered by a grant. Landscaping and building repair work are not covered by grant funds, only construction work. The project must be above \$10,000 to apply for a grant. We could add other work to the grant if needed.

Changing out the light fixtures in the community room would require a lot of work, spackling, etc. and our best bet is probably putting dimmers on the existing lighting.

Marjorie reported that the Cookbook Committee is moving along with the project. About 130 or so recipes were received along with some stories, photos and illustrations. A mock up is in the works and we should have it shortly.

- There is editing that is needed to provide consistency if anyone is interested in helping.
- We will be doing sponsorships instead of ads to cover the printing cost, so if anyone has ideas of who we can approach for sponsorship (\$100) get their name in.
- We are pricing out printing costs as well, but initial conversations seem like it is a reasonable process. We might be able to cover the cost with 20 sponsorships, but we will work on those numbers.

New Business

Direct Access Plan – dictates that anyone who resided within the RCLS territory but doesn’t have their own library, can purchase a membership from a neighboring town, but they must pay the average per capita rate. The same plan does not cover people who live outside the RCLS service territory, so we have flexibility in what we charge out of state people who would like to purchase a membership. We are thinking that lowering the rate is a benefit to the community as it generates some income and does not create heavy use of the library. Our closest neighboring town that does not have a library is Rockleigh, NJ and they will reimburse their residents up to \$100 for a paid library membership. We would like to reduce the full RCLS territory card from \$450 to \$360 and the local Palisades only card from \$250 to \$180. Orangeburg and Tappan are proposing the same costs to their boards, so we are consistent.

Sarah moved to approve the reduction in Out of Area card purchases from \$450 to \$380 for the entire RCLS service territory card and from \$250 to \$180 for the local Palisades only card option. Fees can be paid annually or monthly. Margaret seconded. All in favor.

Maria reviewed some highlights from the 2020 Community Report, which includes statistics on our collection, circulation of materials, programs and financial information.

Sarah moved to approve the 2020 Community Report with the edit that Grants and Donations would be separated into separate entries. Marty seconded. All in favor.

Maria reviewed the RCLS Direct Access Plan with a brief presentation that explained many points about it's creation, how it works and some of the statistics collected as a result.

Margaret moved to approve the RCLS Direct Access Plan. Marty seconded. All in favor.

Maria reviewed the RCLS Plan of Service with a brief presentation.

Margaret moved to approve the RCLS Plan of Service. Marty seconded. All in favor.

Margaret moved to approve the changes to our Open Meeting Policy. Marjorie seconded. All in favor.

Margaret moved to approve the change to the Privacy and Confidentiality Policy. Sarah seconded. All in favor.

Margaret moved to approve no changes to the Whistleblower Policy and no changes to the Conflict of Interest Policy after review of both. Sarah seconded. All in favor.

Marjorie moved to adjourn the meeting at 8:39pm. Margaret seconded. All in favor.

Next Meeting Scheduled for Thursday, September 23th at 7:30pm