

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Marty Nealon, Sarah Buterbaugh, Margaret Cook, Kathryn Shattuck, Paul Riccobono, Andrew Goffe (via Zoom), Maria Gagliardi and Debbie Firestone, recording

Marjorie called the meeting to order at 7:35pm

**Marty moved to approve the meeting minutes from the 9/23/21 meeting. Margaret seconded. All in favor.**

LIBRARIAN'S REPORT: by Maria

- We are dipping into in-person, indoor programming, with Story Time moving inside as the weather dictates.
  - We conducted a poll regarding interest in indoor programming. Of the 13 responses received, 60% indicated they were not yet ready. A similar poll was made of the Chair Yoga attendees and all 4 responses were also "No, they were not yet interested".

**Sarah moved to approve the library close on Sunday December 26<sup>th</sup> and Sunday January 2<sup>nd</sup>, and pay staff scheduled to work those days. Paul seconded. All in favor.**

- Sunday attendance is low since reopening in September (average 7 people). We will revisit this schedule again in December.
- Policy Reviews
  - Gifts and Donations, some duplicative language was removed.

**Kathryn moved to adopt the updated Gifts and Donations policy, Margaret seconded. All in favor.**

- Internet Use – minor change that reflects no internet computers are in the children's room.

**Sarah moved to adopt the updated Internet Use policy. Paul seconded. All in favor.**

Financial Report : by Maria

- Income has met expectations at this point, with the copier money and Thrift Shop doing a bit better than forecast.
- Salaries are a bit under budget since the library has not gone back to the weekday evening closing hour of 9:00 PM.
- Building and grounds areas are under budget, but that will catch up with the scheduled exterior building work which should start this week.
- Other slight over/under categories even each other out overall.
- The restricted accounts did not see much activity, with the exception of Cookbook sponsorships deposited to the Friends Account. We are waiting on receipt of sponsorships from The Esplanade and Mutual of America.
- Teresa Kenney has put a 2% increase for our library into her draft 2022 budget.

Building Report: by Maria

- We received an email from the Town that the permit is ready for pick up, so it looks like we do not have to go before the Historic Board for this work.
- Construction work on the exterior of the building should start tomorrow.
- The windows have not been ordered, but a vendor and contact person have been identified.
- The elevator pit had water back-up during Hurricane Ida and there were remnants of mud. Seth indicated cleaning was in order. Belfor cleaned the pit this week, at a cost of \$1,200. Belfor did indicate that the pipe between the two pit areas was clogged and may have been the cause of some of the back-up. We should consider having this pipe checked/cleared regularly.
- Maria will research whether FEMA assistance is available for this clean-up work.
- The communication lines were left hanging loose on the building by All Bright upon completion of their electrical work. Upon inspection by Optimum, it became apparent that the communication lines were not brought into the new underground box as expected, which will need to be done before Optimum can proceed with burying the communication cables. Maria and Paul will contact All Bright regarding proper completion of this work.

COOKBOOK COMMITTEE: Marjorie reported that the Cookbook is almost done! They are going to test print one copy and then go from there.

- A November cocktail party will be at the Big House for neighbors, sponsors and contributors.
- There will be a Winter Market in the library parking lot on December 4<sup>th</sup> to sell the Cookbook and other vendors will be invited. Food will be available. We were hoping to sell the Cookbook at the Community Center at one or more of their events, but there was no available space.
- Thinking the amount to print is 300, but need to decide. People have pre-ordered 2 copies (no funds paid).
- Advertising the Winter Market needs to be thought out. Our email list is approximately 900-1,000 people. Do we use 10964, Journal News, Rockland County Times, post cards about the book with an added sticker for the event? Maria and Susan are working on signs for outside of the library.

NOMINATING COMMITTEE

**Marty nominated Kris Haberman as a candidate to fill a 2022 open Trustee seat. Sarah seconded. All in favor.**

**Sarah nominated Kathryn Shattuck as a candidate to fill a 2022 open Trustee seat. Marty seconded.**

The vote for these two candidates will take place during the day at the library on the date of the annual meeting, Wednesday, December 8<sup>th</sup>. Kris is welcome to attend that meeting. The vote and meeting will be listed in the December 10964.

Kris has a background in design and may be able to help with the pending Children's Room renovation and also the water issue that continues to plague that room.

### New Business

Maria continues to work with the Division of Library Development on updating our service area. It currently does not include a large portion of residences within the Palisades zip code. DLD may also like to have residences in Sparkill added, since they are an unserved area. If Sparkill is added, then Sparkill residents would be eligible to serve on our board.

The RCLS 2022 Budget Vote resolution needs to be adopted by our Board. The board's general consensus after reviewing the budget was there was not a clear or fair presentation of salary information and costs in general were rising considerably. The board would like to submit a letter of explanation to RCLS along with the Resolution.

**Margaret moved to approve the Resolution to NOT accept the 2022 RCLS Budget. Sarah seconded. All in favor.**

**Margaret moved to adjourn the meeting at 8:25pm. Marty seconded. All in favor.**

Next Meeting is scheduled for Wednesday, December 8<sup>th</sup> at 7:30pm