

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Marty Nealon, Sarah Buterbaugh (Via Zoom), 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 10/13/21 meeting and the 11/81/21 special meeting. Paul seconded. All in favor.

LIBRARIAN'S REPORT: by Maria

- Pumpkin Decorating contest was a hit – over 25 entrees.
- Kate is having great success with the teens; 12 signed up for wreath making for Winterfest and another 12 volunteered for the event. The connection was made through the school.
- There is a steady group attending story time, but it is not quite as many as were attending story time at the Sparkill playground.
- There were 40 registrants for the adult program, *The Changing Lower East Side*.
- Take and make crafts continue to be popular.
- Sunday attendance has picked up a little bit. Average attendance for November was 13, up from 7 in September. The art exhibition drew a small crowd on November 28th. Programming is really what increases our attendance.

Financial Report : by Maria

- Kate accepted the full time youth librarian position.
- The 2021 Annual Appeal letter hit mailboxes before December 1st. We have already received \$4,760 in donations. With next year's mailing, we will think about asking permission of donors regarding public recognition.
- 16 pieces of art have been sold by the Frances Breer Art Exhibit. The family has generously decided to split the proceeds of the sale with the library.
- The Tappan Zee Thrift Shop has exceeded our budget with a 4th quarter payment still open.
- We have not received the remaining 10% of the Elevator grant funds as expected, which is another \$6-7,000. The grant process has been significantly slow due to COVID.
- Payroll is a little under as we budgeted our hours of operation with a 9pm weekday close, but that did not happen this year.
- Maintenance and repairs are a little under budget as the windows will not be installed this year. Funds for that remaining work will hit net year.
- Restricted funds have not seen a lot of activity, with the exception of the Friends group, as the Cookbook and Winterfest funds are all running through that account. There were a couple of historic book purchases that hit the Historic Committee Fund.

- Our 2022 Budget – we received a 2% increase from the Town. We will be asking for a \$14k increase through a School District referendum. There is a 12% increase in our health insurance costs. Other points of note:
 - Increase in Youth Librarian hours
 - Computer equipment costs will be slightly less
 - 20% planned increase in Ebooks; physical materials are flat, but an increase in programming materials is also warranted
 - After a discussion of fines, it was decided to leave fines waived for all materials and table a vote on this topic

Kathryn moved, Marty seconded and the Board of Trustees of the Palisades Free Library unanimously approved to exceed the 2% tax levy limit imposed by New York State Law in General Municipal Law Section 3-c (adopted in 2011) for the year 2022.

Paul moved to authorize execution of the agreement by and between the Town of Orangetown and the Palisades Free Library for term January 1, 2022 to December 31, 2022. Marty seconded. All in favor.

Building Report: by Maria

- All building work has been completed with the exception of the windows and the handrail to be installed outside of the staff entrance, which is also now being used as a public exit.
- Optimum went ahead and pulled the underground lines without giving us a quote for the work.
- RCLS will quote for their communication line relocation. Their lines need to reach the opposite side of the building, so if the cost is prohibitive, then we can wait until 2023 when we can take advantage of an “E-Rate” which will cover 50% of the cost.

Cookbook Committee:

- We have sold 243 cookbooks to date, with net proceeds of just over \$3,250.
- 78 Cookbooks, 3 historic books and 9 wreaths were sold at Winterfest along with food items for proceeds of \$2,685.
- We will ask the Community Center about selling cookbooks at one Winter Farmer’s Market and an inquiry about the Nyack Farmer’s Market will be made.
- We will follow up with those who submitted recipes for the book but haven’t yet purchased a copy.
- E-blasts will go out continuing to advertising the cookbook
- Maybe local businesses would be willing to sell cookbooks for a small commission? Will inquire with the Tappan Zee Thrift Shop.

Trustee Election

Votes were tallied at the meeting and Kris Haberman and Kathryn Shattuck each received 12 votes and will each serve a 5 year term.

Maria will conduct on boarding with Kris. There is a new NYS Library law that requires library trustees to fulfill 2 hours of annual training. There are many options to complete this training, which is currently being offered via Zoom. Training topics range from How to Be a Library Trustee 101 to Financial Responsibilities to Community Relations, etc. Training is offered by both the New York Library Association and RCLS. We can also opt to have 30-minute training sessions before Board Meetings if that works for everyone.

Winterfest

- This event was a success and we want to make it an annual tradition
- Someone should note down all the things that worked and what didn't so we can improve upon our success
- Hold event during more daylight hours
- More community outreach for help and support
- Susan needs to be recognized for her outstanding work in setting up this whole event.

Kathryn moved to add Juneteenth to the Library roster of Holidays for 2022. Marty seconded. All in favor.

Kathryn moved to adjourn the meeting at 8:41pm. Andrew seconded. All in favor.

Next Meeting is scheduled for Wednesday, February 9th at 7:30pm