PALISADES FREE LIBRARY WEDNESDAY, JUNE 5, 7:00 PM

BOARD OF TRUSTEES AT THE LIBRARY

**DRAFT MINUTES**

Present: Marjorie Galen, presiding; Laurie Ferguson, Kathryn Shattuck, Kris Haberman, Marty Nealon, Yvonna Kopacz Wright, Maria Gagliardi, recording

Excused: Erica Lockwood

Marjorie called the meeting to order at 6:59pm.

APPROVAL OF MINUTES FROM APRIL 10, 2024 MEETING: Marty moved and Kathryn seconded. All in favor.

DIRECTOR’S REPORT

* Staff has been attending training sessions on the new ILS.
* Shannon Ballesteros has joined the staff as our newest part time circulation clerk.
* At the end of April, we received a $50,000 donation from Collin Jost and Scarlett Johansson. We thanked them with a letter and a gift basket. **Marty moved to deposit the donation in the Community Gifts Fund and Marjorie seconded. All in favor.**
* With the 5 SOCSD libraries we have jointly implemented Museum Key, an app that manages museum passes.
* We have purchased new passes to DIA Beacon and Museum of Arts and Design. We dropped Guggenheim (owned by other libraries) and the Frick (closed for renovations).
* Program attendance is down, particularly among children’s programs.
* Circulation Statistics for April were slightly higher than February and March but lower than January. Year over year, April this year was 23% higher than last year and up 5% YTD.
* DVD and audiobook circs continue to fall (-26% YTD) and ebooks climb (+26% YTD). Ebooks now account for 28% of circulation, up from 20% last year.

BUILDING REPORT

* Michael Esmay filed the paperwork for the permit on March 20. We’ve had no contact from the town about when we can expect to go before one of the boards.
* We are moving forward with the bathroom and historic storage and lighting upstairs.
* HVAC on top floor is still not optimal. Bistate continues to work on it.
* We passed the elevator inspection with no issues.

FINANCIAL REPORT

* We have a new credit card through Webster Bank that gives 1% back in cash. The old credit card will be cancelled after the final bills on it are paid.
* 2024 YTD Operating Budget Report: Laurie reported that spending is on track with what was budgeted. The building fund, Community Gift Fund, and Friends and Historic Committee funds are well endowed, but we have depleted our unrestricted funds due to the deficit budget for 2024.
* Request for Town Funding 2025: We need to meet with the other libraries to decide how large an increase to ask for from the 259 funding before we know what to ask the town for.

OLD BUSINESS

* Goods and Services Auction: Once we get through the permit approval process we can plan an auction to coincide with construction.

NEW BUSINESS

* Celebration of 80th Anniversary as a Public Library, September 15, 2024 – Yvonna said that Lomar Farms will be holding another Farm Day in the fall and the 80th Anniversary could be a theme.
* Legacy Brochure – Marjorie will continue to develop. This will be printed brochure on display at the library and will be shared electronically through email
* Library Board Presidential Succession – the board discussed eliminating term limits and will present the language to change the bylaws at the September meeting.
* Trustee Training in September with Tappan and Orangeburg libraries – a suitable location was discussed. The topic will be Legal Responsibilities of Library Trustees

Meeting adjourned 7:55pm Yvonna moved, Kathryn seconded. All in favor.

NEXT BOARD MEETING SEPTEMBER 11.