

## MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Marty Nealon, Kathryn Shattuck, Kris Haberman, Sarah Buterbaugh, Maria Gagliardi and Debbie Firestone, recording

EXCUSED: Paul Riccobono

Marjorie called the meeting to order at 7:03pm

**Marty moved to approve the meeting minutes from the 04/13/2022 meeting and 05/11/2022 special meeting. Yvonna seconded. All in favor.**

### LIBRARIAN'S REPORT (Maria):

- We have hired two part time circulation clerks, Gilda McKenna and Stephanie Arbor who replace Andrew Bachor and Sajan Thomas who both resigned. Training takes a good amount of time as details are many and time is short with weekly shifts of only 3 hours.
- Statistics reveal that Sunday attendance at the library has not really increased – with an average of 17 people (13/April and 14/May) - so we will continue to watch this number. We begin closed Summer Sundays with Father's Day.
- Our Library Construction Aid was reduced from \$7,984 to \$6,228 due to the Dormitory Authority deeming some of the work as repairs and not actual construction, even though both RCLS and the DLD had passed the grant proposal through after review.
- The Open Meetings Law has been updated. If any trustee participates remotely, we have to record the meeting and have it transcribed. The meeting must remain on the website for 5 years. We will need to adopt a policy that takes the new rules into account. This will be brought forth at a future meeting.
- We will receive \$3,667 in Bullet Aid from Senator Reichlin-Melnick

### FINANCIAL REPORT (Marty):

#### 2022 Budget

- Expenses look very clean and on target. Line by line there are a few dips and blips, but overall budget looks very healthy.
- Concerns regarding the need for increased funds in 2022 include:
  - The changeover of IT costs – separating from RCLS for computer support - that may be incurred Q3 of this year.
  - The HNA property owners have challenged their taxes that have already been paid and if approved, they may claw back up to 3-4 years of taxes, which would mean the library could have to pay back up to \$2k per year, or up to \$8k. The school district has indicated they might be willing to work with us to pay the funds back over time.

### BUILDING REPORT (Maria):

- The exterior work and windows are complete, but we did find another part of the building that is rotting and needs attention.
- DeMarco Construction was very easy to work with and did a good job.
- The exterior of the building needs to be painted. At first we thought it would be parts of the building but during a walk through with the painter we decided it was really the whole building that needed to be done. We haven't received his quote for the work yet.

**Sarah moved to approve an amount not to exceed \$7,500 for the exterior painting of the building. Kathryn seconded. All in favor.**

- Paul fixed some small electrical issues.
- We received the proposal from Michael Esmay. We must have plans before we go to the Board for approval. Michael said it would be months not weeks before he had any plans done as he will spend time at the library with staff regarding needs and also to document existing building conditions.
- Since his cost estimate only covers the first three phases of work, is it possible to get an estimate for the rest of his services for the balance of the project?

**Kathryn moved to approve the proposal from Michael Esmay for the proposed construction work. Sarah seconded. All in favor.**

IT Proposals: RCLS wants to get out of the business of IT support (indicated by the separation of services they have recently proposed). We need to hire a company to get everything in the library updated and functioning securely. We currently have the public and staff computers running on the same network and it poses a security threat. We have 8 computers and one server. Our current spend is approximatey \$5k a year and will go up no matter what our choice is. If we move forward with a new company in October of 2022, our additional expense would be about \$3k.

If we separege from RCLS we will also begin using a web-based version of the Sirsi software. We have tested this and found it to be satisfactory. There are definitely some differences, but it is workable. We have 3 proposals:

1. TEK Tools – a company based in Valley Cottage that is currently servicing the Valley Cottage Library. They are familiar with library needs as well as RCLS and how we operate together.
2. Frontline – The company is located in Orangeburg and has 8 full time staff members who are all long term employees. They are currently working at the Nanuet Library and are familiar with library needs, as well as being familiar with RCLS.
3. Atlantic Tomorrow's Office – is a large company, their closest location is in Tarrytown. They currently provide and service our leased copiers. They have no experience with an RCLS library for IT services.

**Sarah moved to approve the proposal from Frontline and move forward with them in October of this year. Kathryn seconded. All in favor.**

### Unused Vacation Policy Language Change

Unused vacation time is not cumulative. Full-time employees must use their vacation in ~~within the 12 months beginning with their anniversary. calendar year.~~ **within 12 months of an employee's anniversary by year's end**. Failure to take vacation time within 12 months of an employee's anniversary by year's end will result in the loss of vacation time for full-time employees unless given written consent from the Library Director. Part-time employees will be paid the balance of their unused vacation time in the last paycheck of the year.

**Kathryn moved to approve the language change in the Vacation Policy as presented. Marty seconded. All in favor.**

**Kris moved to approve the language changes in the Collection Development Policy as presented. Yvonna seconded. All in favor.**

Pollinator Garden proposal – Maria indicated that we would need volunteers to prep the proposed garden sites for planting. After a tour of the property outside the building, there was concern that future construction may involve the garden area outside the children's room.

**Yvonna moved to approve a split of the Pollinator Garden proposal and work on 2 of the 3 garden beds included; a 2 foot wide garden along the fence on Oak Tree Road and a garden surrounding the lamp post near the library entrance in an amount not to exceed \$1,500. Kathryn seconded. All in favor.**

**Sarah moved to appoint Marty and Marjorie as authority to prepare the request for funding from the Town of Orangetown for 2023, in an amount not less than 2%. Kris seconded. All in favor.**

Yvonna would like to host an open farm day at Lomar Farms as a fundraiser for the library. It would be a family oriented event during the day with a dinner to follow. Date TBD, but thinking of September, after Labor Day. Volunteers would be needed. Maria suggested a committee be formed for this event and everyone present raised their hand to join.

Kathryn moved to close the meeting at 8:28pm.