

Putnam Valley Library Trustee Meeting Minutes  
June 13, 2022

Attendees: Trustees: Jodi Carlson, Beth Appel, Leslie Martin, Cori Madrid, Marilyn Power; Janet Dolot  
Acting Director: Joan Stubbs

1. Minutes for the May meeting were approved.

2. Treasurer's report: income and expenses are on budget.

3. Director's report:

The girl scouts donated a wooden pantry and food for the library food bank, and organized supplies; Joan raised the issue of planning for the library's food distribution system given the new directive of prioritizing people in need. How should the program be publicized, how should perishables be managed; what sort of screening process is needed;

The Putnam County library system will have a summer "passport" to encourage adult patrons to visit other libraries in the county. Passports will be stamped, and gifts and raffle tickets will be part of the plan; Active shooter training is scheduled for June 22;

Repairs are needed to the outdoor sign.

4. Old business:

The trustees will investigate health insurance options for library employees; Marilyn volunteered to research other libraries' health insurance plans;

The library will register to have a table at the Town Day event on Sept. 24;

We discussed funding and the status of financial quotes for our needed repairs to the skylight and the HVAC system.

5. New business;

We discussed means of communicating with each other and with community members and concluded that the Trustees need to establish an email account we can all access, as well as a texting chain for timely communication and decision-making;

The application for state aid for library construction is due August 12, with an instructional webinar on June 12.

We discussed our fundraising plans, including re-organizing the web site to make it easier to donate. We will re-send our existing fund raising letter, and work on designing a graphic for the skylight initiative.

We agreed to continue the existing masking policy, which makes masking voluntary except during group visits to the library in which social distancing is not possible. This information will be emphasized on the library web page and on signs in the library.

Our next meeting will be Monday, July 18, at 7 PM.

Respectfully submitted,  
Marilyn Power