

Putnam Valley Library Trustee Meeting Minutes
August 15, 2022

Attendees:

Trustees: Terry Raskyn, Ginger Lefurgy, Leslie Martin, Cori Madrid, Beth Appel, Marilyn Power

Library Director: Katherine Reilly

1. The minutes for the July meeting were approved.
2. Treasurer's report: Both revenue and expenses for the month were largely on-budget; for the year to date, revenue from the passport application program has been \$3,200.
3. Director's report: Circulation for both physical and digital materials increased in July. The website is being updated and signage is being improved with a goal of both improving program awareness and creating a welcoming environment.

The library continues to distribute food for the Hudson Valley food bank, and to store food bags for United Way's home delivery program. Due to the extreme heat this summer, the library's outdoor food pantry had to be closed.

The library passport program that encouraged visits to all the libraries in Putnam will continue through August, with an ending raffle prize of a \$100 Nonna's certificate in early September.

4. Old business: The library continues to work on installing a video doorbell for the side door, and correcting the problems with the outdoor sign.

The library will fill out the paperwork to be enrolled in the NYS Grants Gateway, so that information is in place to apply for grants as they arise.

The budget for the town contract for the 2023 fiscal year needs to be submitted to the Town Board by August 19.

- 5, New business: The Board took note of the new Center for Disease Control guidelines. The outside signs about masking will be removed; continued masking will be voluntary except in cases where social distancing can't be maintained and ventilation is insufficient.

The library needs an improved ventilation system; The Director will seek a grant to purchase air purifiers.

The Board discussed the need to recruit volunteers to work with the Friends of the Library to set up book sales and other fund-raising activities; and the library will make contact with Putnam Valley high school students needing to perform community service, to help with projects including clearing and weeding in the library's outdoor area, as well as maintaining the food pantry.

The Director drafted statements of policy on the use of social media to represent the library, and on the acceptance of donated material. The statements were approved by the Board, and will appear on the library's website.

The Board appointed members to a fund raising committee.

Our next meeting will be September 18 at 7 PM.

Respectfully submitted,
Marilyn Power