

Putnam Valley Library Board of Trustees Minutes
July 17, 2023

Trustees present: Terry Raskyn, Leslie Martin, Ginger Lefurgy, Jodi Carlson, Tom Pendleton, Joe Ferraro, Marilyn Power

Trustee absent: Cori Madrid

Guests: Patricia Grove, Leo Alves, Francoise Brodsky, Joan Stubbs

1. Minutes of the June meeting were unanimously approved. Ginger moved and Jodi seconded the motion.
2. Treasurer's report: Our budgeting is where it should be at this point. Because we are between our previous and our new taxing and fiscal calendars, there are no comparisons to be made currently. When we receive our new revenue in October, we will refund what we will owe to the town from its contribution.
3. Director's report: The library has been well attended in June, and both adult and children's program attendance increased. As of July 18, the library will remain open until 7 on Tuesdays as well as Wednesdays. The skylight is on schedule to be installed in September; the roof repair was completed on June 26. The construction grant will include needed HVAC replacement. To repair damage from the fallen oak tree, a fence was installed and will be stained. The lawn and hillside have been planted. The library has transitioned to Google Workspace for free staff emails. At the end of July the language program Mango will be replaced by Transparent Language. The electronic sign needs repair on the north side; the company has been contacted. We have purchased a small color printer for the upstairs, and will continue to use the older color printer as long as possible. The summer reading program for children continues, and Francoise visited the elementary school to read to the children and encourage their participation. The Board of Trustees annual meeting will be on October 16, and will include the election of three board members. Applications will be available at the front desk.
4. The Landscaping Committee met and is making design plans for the yard and front of the library.
5. Policy updates: in the on-going project of updating and collating library policies into an accessible document, we discussed and voted on a number of draft proposals presented by Leslie. After discussion, we approved policies on uses of the community room, confidentiality policy, environmental practices, unattended child and vulnerable adult policies, the Americans With Disabilities Act, and Trustee Education requirements and reporting. Ginger moved and Marilyn seconded the motion to approve these policies; approval was unanimous. The Trustees thanked Leslie for her impressive work on this project.
6. The Board reviewed three invoices. The printing contract invoice needed review as the numbers seemed inaccurate. Payment for the pest control contract was approved unanimously, with Ginger moving and Marilyn seconding approval. The contract moving the library to a VOIP system was approved unanimously, with Jodi moving and Leslie seconding the motion.
7. Public Comment: Leo reiterated his request from last meeting that the Board meetings be available via videoconferencing for patrons who are unable to attend the meeting in person,

and recommended that we consult Anthony Arrien on the options and expense. The Board thanked Leo for his attention to this issue, and agreed to pursue the possibility.

8. The Board ended the meeting in Executive session.

Addendum: The Board held an executive session on July 22 to interview a job candidate.

Respectfully submitted,
Marilyn Power