

Putnam Valley Library Board of Trustees Minutes
August 21, 2023

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

Trustees absent: Cori Madrid

Staff present: Amina Chaudhri, Cole Caulfield

1. Minutes of the July meeting were unanimously approved. Joe moved and Tom seconded the motion.
2. Treasurer's report: We will receive funds from the 529 approval in October. Our budget is generally on target, except the technology budget which is under budget. The Trustees recommended that the library purchase three computers and one monitor with these available technology funds to replace outdated equipment.
3. In response to requests from community members, future Trustee meetings will be recorded via laptop and posted to the library's Facebook page.
4. The landscaping committee reported that they are working on plans for the library's property. A priority is to address problems with trees behind the building, which have branches touching the roof, as well as potentially unstable trees on the hillside. Estimates will be collected to hire landscapers to address these issues.
5. Library staff report that patron interest in borrowing internet hot spots exceeds availability. The library will investigate the purchase of three more hot spots.
6. Director's report: This report combined information from Coles' work as interim director with Amina's new director position (welcome Amina!). Summer programs for both children and adults have been well-attended, and some new programs will be added in the fall, including cross stitch and embroidery, introduction to meditation, and possibly gentle yoga. The library is in the process of switching its phone/internet service to VOIP with a static IP. Signs Ink has been consulted about recurrent problems with the sign. The library will post a job ad to hire a Children's Librarian or Library Assistant, with the title dependent on qualifications. Amina proposed that the library take advantage of an opportunity offered by Trex. If we can collect 500 pounds of stretch plastic within three months, we will win a free Trex bench. A new staff member, Stace Clement-Kazimir, has been hired.
7. The Trustees continued reviewing policy documents, discussing and approving a number of policy drafts presented by Leslie. We approved policies on Exhibitions; Customer Service; Disposal of Surplus Property; Equity, Diversity and Inclusion; Friends of the Putnam Valley Free Library; Gifts; Patron Code of Conduct; Circulation Policy; and 3D Printing Policy. Marilyn moved and Ginger seconded a motion to approve these policies. Approval was unanimous.

Respectfully submitted,

Marilyn Power