

Putnam Valley Library Trustee Meeting Minutes  
June 26, 2023

Trustees Present: Tom Pendleton, Ginger Lefurgy, Jodi Carlson, Terry Raskyn Leslie Martin, Marilyn Power, Joe Ferraro  
Trustees Absent: Cori Madrid

Guests: Patricia Grove, Leo Alves, Cole Caulfield, Gail Bennett  
Friends of the Library: Michael Bennett

1. Joe Ferraro was voted onto the Board as an Interim Trustee. Ginger moved and Leslie seconded the motion; approval was unanimous.
2. Minutes for the May meeting were unanimously approved. Jodi moved and Ginger seconded the motion.
3. Treasurer's report: One of the Ameriprise accounts will be closed to pay for the skylight. The library's operating budget is on target, with revenue slightly over expected from the insurance payment from the tree damage, and from fund raising.
4. Friends of the Library: Michael had to leave before making his report, but he left a detailed letter that Terry read to the meeting. The Friends have been very busy. They assisted the library in the Summer Reading Kick-Off by purchasing and handing out nearly 100 ice cream bars. The Joyful Jumble Flea Market organized by the Friends attracted about a dozen vendors and was very well attended (the goats helped, as usual). The funds that were raised will support library programs sponsored or assisted by the Friends. The Friends will be renewing library museum passes for Storm King Art Center, Boscobel, the Hudson River Museum, and the Intrepid Sea, Air, and Space Museum, as well as possibly the Lincoln Depot Museum in Peekskill. In addition, they offer the Empire Parks Pass and passes for the American Museum of Natural History. They are investigating setting up a program to enable the library to serve as a center for the purchase of EZ-Pass Tags. Future programs include a summer dinner event and a fall murder mystery event.
5. Director's report: A suggestion button was added to the web site. The library was closed on June 26 so the roof could be replaced, and the work was completed despite intermittent rain. The fence that was destroyed by the fallen tree will be replaced, and DJ Tavarres will replant the grass and stabilize the bank. The library will increase Tuesday hours to 7 PM, starting July 18, thereby adding another evening of access for patrons. The language program Mango will be replaced by Transparent Language at the end of July. The electronic sign is undergoing repairs to the North side. The Director will look into replacing our phone service using copper wires with an upgrade to VOID. There has been some staffing turnover, and the library has posted an ad for a library clerk. The Library Director has resigned as of July 17, and ads for the position will be posted.
6. Old business: The Trustees formed a committee consisting of Jody, Leslie, and Terry to speak to contractors about replacing the old HVAC system with mini-splits as the units need replacement.
7. New business: The period for requesting new Construction Grants has opened. The Trustees agreed that it isn't time for an ambitious project, given the on-going skylight replacement, but it would be a good idea to consider a smaller proposal, perhaps for ADA compliance and energy efficiency for the community room.

8. Action items: The Library needs to sign a detailed landscaping contract with DJ Tavarres. The Library will talk with the town building inspector about a permit for the digital sign.
9. Library policies: The Director and the Trustees are in the process of revising and compiling library policy in a comprehensive document. At this meeting we discussed social media policy and collection management. Policies on requests for information and community room use were tabled until the next meeting. After suggested edits, Ginger moved and Jodi seconded approval of the social media policy; the motion was unanimously approved. Leslie moved and Marilyn seconded approval of the collection management policy; the motion was unanimously approved. Once the remaining policies are approved, the entire policy document will be posted on the library's website.
10. Guests at the meeting raised questions about how to sign up to run for the Board and about the possibility of video-conferencing the meetings.
11. The Board moved into Executive session to discuss the up-coming search for a new Director. We agreed upon a salary range and text for the ad.

The next Board meeting will be July 17 at 7 PM.

Respectfully submitted,  
Marilyn Power