Putnam Valley Library Board of Trustees Meeting
Dec. 18, 2023

Attendees
Trustees present: Terry Raskyn, Tom Pendleton, Leslie Martin, Joe Ferraro, Marilyn Power
Trustees absent: Jodi Carlson, Ginger Lefurgy
Staff present: Amina Chaudhri

1. Joe moved and Tom seconded approval of the November minutes; approval was unanimous.

2. Treasurer's report: The library has received $390,000 of its annual budget; with the remainder to arrive in the spring. We have now switched entirely to our new funding status, and returned the remaining $173,000 to the Putnam Valley town budget. At present our expenses are somewhat under budget as we have yet to spend the remaining construction funds on our HVAC system, planned for this winter and spring. Our Ameriprise account will be automated in January, resulting in reduced fees for its management.

3. Director's report: Attendance has increased for both in-person and zoom adult programs. A new crafting group on Mondays continues to attract participants, and we have developed partnerships with support groups and associations, including the Lyme Support Group, the Widows Support Group, the American Sewing Guild and, beginning in the spring, the Mental Health Association.

Children's programs included the annual Gingerbread House event, with 65 participants. Four high school seniors volunteered for this event, and have proposed a series of continuing programs for children, including story times, chess instruction, and help with the Lego Club. They plan to start a bilingual Spanish/English story time in January, and will work to attract other high school volunteers for the library.

The library will purchase three more desktop computers in January, with plans to ultimately replace all outdated computers. EZ Pass sales are now set up, and several sales have been made. The digital sign continues to mis-function; Signs Inc. will return to diagnose the on-going problems. The toilets in the community room bathrooms will be replaced. Unused and unneeded tables and chairs taking up storage space in the community room will be offered for free on line.

Cornell Cooperative Extension has made suggestions to improve the visibility and variety of our seed library. They will also deliver a freezer to the community room this winter, to be stocked with frozen dinners by Bountiful Foods for library patrons to take as needed.

Amina attended the Putnam County Director's Meeting on November 28th and will meet with them again in January, with plans for collaborating on a local history project and the PCLA website. Amina has submitted two grant applications for library projects.

The library will switch payroll providers in January, moving to ADP for a substantial decrease in cost with more HR support and technology.

4. New business: Leslie presented another set of policies to approve. After discussion the Board approved all but the policies on Budget Amendment Process and Fund Balance Purpose and Scope, for which more information was required. The remainder of the policies were approved unanimously, with Marilyn moving and Tom seconding the motion.

The library's facilities plan needs to be reviewed to prepare for a construction grant application for renovation of the community room. Marilyn, Tom, and Leslie will meet as a sub-committee to discuss the plan in advance of our January Board meeting.

The Board reviewed the discretionary spending policy, and proposed that non-routine expenditures under $1,000 be at the discretion of the Director. Marilyn moved and Leslie seconded the proposal; approval was unanimous.

The Board discussed appointment of officers for 2024. Terry is resigning as President, and will become Secretary of the Board. Leslie will continue as Treasurer. President and Vice President will be decided at the January meeting.

5. The Board met in Executive session to discuss staff compensation and to vote on a new contract for the Director. Approval was unanimous.

6. The meeting was adjourned, with Joe moving and Tom seconding the motion.

Respectfully submitted,
Marilyn Power