

MINUTES, PUTNAM VALLEY LIBRARY BOARD OF TRUSTEES
February 20, 2024

Present at meeting: Joseph Ferraro, Ginger Lefurgy, Leslie Martin, Terry Raskyn, Jodi Carlson, Gabrielle Del Pozzo Finkel, Marilyn Power, Tom Pendleton

Additional persons in attendance: Director Amina Chaudhri; Guest Stacey Clement-Kazimir

1. Call to order at 7:06pm by President Joseph Ferraro
2. January 2024 Board meeting minutes approved unanimously following a motion by Ginger Lefurgy, seconded by Terry Raskyn
3. Amina Chaudhri presented the Director's Report:
 - a. Circulation and programming: Adult programming occurring as scheduled, including the new Sewing Guild, Zoom and in-person programs have been well attended, including Sacred Art of the Met, in which more than 100 people attended via Zoom. Upcoming programs include *Before Brooklyn: The Unsung Heroes who Helped Break Baseball's Color Barrier*, the Defensive Driving class, classes preparing for the April 8th eclipse, and *The Art of Antique Bottle Detecting*.
 - b. Children's programming has also been robust, with storytimes done at the Valley Day Care Center, and storytime promotion done at local daycare centers. Kindergarten field trips will take place in March and April.
 - c. Teen programming includes a jewelry-making class to be held during the February winter school break.
 - d. The new computers have been installed, and the hope is to acquire another five.
 - e. The 3-D Printer will be available late February.
 - f. The digital sign is still experiencing glitches and outages; Signs Ink has been unresponsive.
 - g. The Cornell Cooperative Extension delivered the commercial freezer in the Community Room and has stocked it with food; flyers are being distributed throughout the community and on social media.
 - h. Amina also updated the Board on scheduling for the \$259 funding check to be delivered in April, Library Advocacy Day, the ERC Credit, and other ongoing maintenance and organizational issues.
 - i. The heat pump installation should begin late February, with Robin Aire installing the pumps and Evolution Electric for the power.
 - j. Staffing is stable, even with many vacations taking place in February and into the spring.
4. Treasurer's Report:
 - a. Treasurer Leslie Martin reported that funding is as expected, with Grants over budget (NYS Construction Grant), as well as donations and income (income will level out over time). Salaries are a bit below budget;

Materials and Services – still a bit below budget, with the most being spent on Adult borrowing. Hoopla's use has increased, Overdrive is on budget.

- b. A discussion was held about shifting a bulk of our reserve that is currently in a non-interest bearing bank account over to our Ameriprise investments, including six months of expected expenses in checking, and the rest in an interest-bearing Money Market account and the other Ameriprise accounts
5. Old business:
- a. Heat Pumps: Construction to start next week, NYS is still looking for some documents to close out the grant process.
 - b. Digital sign: Need to research how we can get the sign fixed.
6. New business:
- a. A review of the Community Room Fee Schedule was done; correct fee schedule will be posted to the website.
 - b. The Claims Audit Process and Bylaws change, as part of the policy review, was approved unanimously by a vote of the Board, following a motion by Ginger Lefurgy, seconded by Jodi Carlson.
 - c. A discussion was held regarding a new Construction Grant for the Community Room renovation; it was decided that it would be dealt with during a Committee meeting.
 - d. Committee structure – a list of the following committees will be presented to Board members who may sign up for one or more:
 - i. Fundraising
 - ii. Landscaping
 - iii. Facilities
 - iv. Long Range Planning
 - v. Grants
7. Following a motion by Tom Pendleton seconded by Ginger Lefurgy, the meeting was adjourned at 8:50PM. The next meeting will be March 18th, 2024 at 7PM.

Respectfully Submitted,

Terry Raskyn
Secretary