

PALISADES FREE LIBRARY
BOARD OF TRUSTEES

AGENDA

WEDNESDAY, SEPTEMBER 11, 7:00 PM AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM JUNE 5 AND JULY 29, 2024 MEETINGS

NEW BUSINESS

- Resignation of Marty Nealon from the library board.
- Appointment of Mary Murphy to the library board.
- Clara Bingham talk and reception on October 6. Author of "The Movement: How Women's Liberation Transformed America 1963-1973"

DIRECTOR'S REPORT

- The new ILS has been implemented. There are lots of glitches being worked out but overall, the new product is an improvement.
- Shannon Ballesteros has left the staff. Evelyn Lynch has been hired as our newest part time circulation clerk.
- In August we received a \$8,250 anonymous donation with no restrictions.

BUILDING REPORT

- Michael Esmay will appear before the planning board on Wednesday, September 25. Who can attend?
- Construction Grant has been received by RCLS. Waiting for RCLS to announce funding.
- Landscaper proposal to move rocks in front of parking lot fencing and fill with topsoil: \$1,580.
- We spent \$862 on computer equipment: new monitor at circ desk, memory upgrades for 2 computers, and replaced UPS battery backups.
- Back up sump pump got stuck in the "on" position and we used 19,000 gallons of water during an August storm. Water bill is \$243.13. A normal bill is \$25.

FINANCIAL REPORT

- 2024 YTD Operating Budget Report
- Request for Town Funding 2025

OLD BUSINESS

- Change in Bylaws to remove term limits
- Legacy brochure
- Farm Day

NEXT BOARD MEETING WEDNESDAY, OCTOBER 16.

TRUSTEE TRAINING WEDNESDAY, OCTOBER 30, 6:30 PM AT THE BLAUVELT LIBRARY.

DRAFT MINUTES

Present: Marjorie Galen, presiding; Laurie Ferguson, Kathryn Shattuck, Kris Haberman, Marty Nealon, Yvonna Kopacz Wright, Maria Gagliardi, recording
Excused: Erica Lockwood

Marjorie called the meeting to order at 6:59pm.

APPROVAL OF MINUTES FROM APRIL 10, 2024 MEETING: Marty moved and Kathryn seconded. All in favor.

DIRECTOR'S REPORT

- Staff has been attending training sessions on the new ILS.
- Shannon Ballesteros has joined the staff as our newest part time circulation clerk.
- At the end of April, we received a \$50,000 donation from Collin Jost and Scarlett Johansson. We thanked them with a letter and a gift basket. **Marty moved to deposit the donation in the Community Gifts Fund and Marjorie seconded. All in favor.**
- With the 5 SOCS D libraries we have jointly implemented Museum Key, an app that manages museum passes.
- We have purchased new passes to DIA Beacon and Museum of Arts and Design. We dropped Guggenheim (owned by other libraries) and the Frick (closed for renovations).
- Program attendance is down, particularly among children's programs.
- Circulation Statistics for April were slightly higher than February and March but lower than January. Year over year, April this year was 23% higher than last year and up 5% YTD.
- DVD and audiobook circs continue to fall (-26% YTD) and ebooks climb (+26% YTD). Ebooks now account for 28% of circulation, up from 20% last year.

BUILDING REPORT

- Michael Esmay filed the paperwork for the permit on March 20. We've had no contact from the town about when we can expect to go before one of the boards.
- We are moving forward with the bathroom and historic storage and lighting upstairs.
- HVAC on top floor is still not optimal. Bistate continues to work on it.
- We passed the elevator inspection with no issues.

FINANCIAL REPORT

- We have a new credit card through Webster Bank that gives 1% back in cash. The old credit card will be cancelled after the final bills on it are paid.
- 2024 YTD Operating Budget Report: Laurie reported that spending is on track with what was budgeted. The building fund, Community Gift Fund, and Friends and Historic Committee funds are well endowed, but we have depleted our unrestricted funds due to the deficit budget for 2024.
- Request for Town Funding 2025: We need to meet with the other libraries to decide how large an increase to ask for from the 259 funding before we know what to ask the town for.

OLD BUSINESS

- Goods and Services Auction: Once we get through the permit approval process we can plan an auction to coincide with construction.

NEW BUSINESS

- Celebration of 80th Anniversary as a Public Library, September 15, 2024 – Yvonna said that Lomar Farms will be holding another Farm Day in the fall and the 80th Anniversary could be a theme.
- Legacy Brochure – Marjorie will continue to develop. This will be printed brochure on display at the library and will be shared electronically through email
- Library Board Presidential Succession – the board discussed eliminating term limits and will present the language to change the bylaws at the September meeting.
- Trustee Training in September with Tappan and Orangeburg libraries – a suitable location was discussed. The topic will be Legal Responsibilities of Library Trustees

Meeting adjourned 7:55pm Yvonna moved, Kathryn seconded. All in favor.

NEXT BOARD MEETING SEPTEMBER 11.

DRAFT MINUTES

Present: Marjorie Galen, Presiding; Laurie Ferguson, Kristopher Haberman, Erica Lockwood, Kathryn Shattuck, Maria Gagliardi, recording
Excused: Yvonna Kopacz Wright

CALL TO ORDER

Marjorie called the meeting to order at 7:01pm

Marjorie informed the board she received written notice that Marty Nealon has resigned from the library board of trustees, effective immediately, due to other commitments of her time.

SPECIAL BUSINESS

- Approval of 2025 Town of Orangetown Funding Request
 - Kris moved and Kathryn seconded the resolution to request a budget increase of \$16,000 from the Town of Orangetown for 2025. All in favor.
- Approval of Library Construction Aid Application
 - *Erica moved and Kathryn seconded the following resolution:*
 - *The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance Letter have been accepted by the Board of Trustees of the Palisades Free Library.*

Laurie moved to adjourn and Marjorie seconded. All in favor. Meeting adjourned at 7:41pm.

NEXT BOARD MEETING SEPTEMBER 11

Marty Nealon
88 Washington Spring Road
Palisades, New York 10964
727-510-6936
martynealon@aol.com

July 29, 2024

Marjorie Galen
President, Board of Trustees
Palisades Free Library
19 Closter Road
Palisades, NY 10964


Dear Marjorie,

It is with regret that I am writing to inform you of my decision to resign my position as a Trustee of the Palisades Free Library, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time to devote to the position.

It has been a pleasure being a part of the Palisades Free Library board. I am proud of the accomplishments during my time on the board and remain confident that there will be many more successes in the future.

My best,

A handwritten signature in cursive script that reads "Marty Nealon". The signature is written in black ink and is positioned above the typed name.

Marty Nealon

PALISADES FREE LIBRARY
Operating Budget
PALISADES FREE LIBRARY AUGUST BUDGET REPORT

	Jan - Aug 24	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
TOWN OF ORANGETOWN	397,191.00	397,191.00	397,191.00
SOUTH ORANGETOWN SCHOOL	0.00	0.00	82,000.00
FINES	292.17	125.34	188.00
COPIER CHARGES	727.95	1,000.00	1,500.00
GRANTS	146.00	1,333.34	2,000.00
DONATIONS	54,344.34		
TAPPAN ZEE THRIFT	5,183.07	3,250.00	6,500.00
INTEREST & DIVIDEND INCOME	2,195.56	8,000.00	12,000.00
Total Income	<u>460,080.09</u>	<u>410,899.68</u>	<u>501,379.00</u>
Gross Profit	460,080.09	410,899.68	501,379.00
Expense			
Bank Service Charges	13.38		
PERSONNEL - SALARIES			
CERTIFIED LIBRARIANS	54,555.23	56,076.96	81,000.00
OTHER STAFF	85,844.51	86,538.48	125,000.00
DIRECTOR	73,360.00	73,384.64	106,000.00
Total PERSONNEL - SALARIES	<u>213,759.74</u>	<u>216,000.08</u>	<u>312,000.00</u>
Total EMPLOYEE BENEFITS	61,088.03	65,677.92	94,868.00
Total PROFESSIONAL FEES/CONTRACTS	26,618.90	25,305.98	41,584.00
Total MATERIALS -	24,671.11	24,161.08	35,250.00
EQUIPMENT	315.36	666.66	1,000.00
MAINTENANCE & REPAIRS	19,459.20	15,710.00	23,565.00
Total SUPPLIES	2,064.70	3,800.02	5,700.00
INSURANCE	8,261.41	0.00	7,100.00
TELECOMMUNICATIONS	2,514.21	4,554.00	6,831.00
UTILITIES - Light, Heat & Water	4,904.95	6,480.00	9,000.00
Total MISCELLANEOUS	<u>3,440.89</u>	<u>3,730.00</u>	<u>5,595.00</u>
Total Expense	<u>367,111.88</u>	<u>366,085.74</u>	<u>542,493.00</u>
Net Ordinary Income	92,968.21	44,813.94	-41,114.00
Other Income/Expense			
Other Income			
Unrealized gain (loss)	11,715.56		
Total Other Income	<u>11,715.56</u>		
Other Expense			
Ask Maria	-1,344.00		
Total Other Expense	<u>-1,344.00</u>		
Net Other Income	<u>13,059.56</u>		
Net Income	<u><u>106,027.77</u></u>	<u><u>44,813.94</u></u>	<u><u>-41,114.00</u></u>

PALISADES FREE LIBRARY FUND BALANCE

As of August 31, 2024

CASH ON HAND		\$	432,107
Community Gift Fund Raised Through Donations	\$	(133,585)	
		\$	298,522

ALLOCATED RESERVE FUNDS

Operating Cash Flow (to bridge until town issues funds in February)	\$	70,000	
Unemployment Reserve (library is self-insured)	\$	20,000	
Emergency Repair Funds (unanticipated repairs or improvements)	\$	35,000	
Friends	\$	15,775	
Historic Committee	\$	4,067	
Capital Fund	\$	136,482	

UNALLOCATED	\$	17,198	
Total Reserved and Unallocated		\$	298,522

CAPITAL PROJECTS 2024-2026

150 square foot addition on basement level to mitigate flooding	\$	140,000	
Update bathroom to comply with ADA standards	\$	35,000	
Improvements to local history storage	\$	25,000	
Architectural Fees	\$	25,000	
Permit Fees	\$	5,000	

TOTAL		\$	230,000
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PREAMBLE

The Board of Trustees (hereinafter designated as the Board) of the Palisades Free Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of New York, dated October 21, 1949, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws:

BY-LAWS

1. NAME OF ORGANIZATION

- a. The name of the organization shall be the Palisades Free Library.

2. PURPOSE AND MEMBERSHIP

- a. The Palisades Free Library exists to provide quality service to the residents of Palisades and vicinity in an open and non-judgmental environment with free access to library materials in a variety of formats.
- b. Any resident of the Town of Orangetown residing east or south of Sparkill Creek and the village of Piermont, 18 or more years of age may become a member without payment of dues. Other adults residing outside the Ramapo Catskill Library System service area shall be eligible for membership upon payment of such dues and meeting of such qualifications as the Association or the Board of Trustees of the Library may from time to time establish by resolution.

3. BOARD OF TRUSTEES

- a. The library shall be governed by a Board of Trustees. The Board shall consist of seven members, elected for terms of five years ending on December 31.
- b. Eligibility for office shall be limited to adults 21 years or older residing or owning property within the geographical limits of the library district.
- ~~c. No member shall serve for more than two consecutive five year terms.~~
- d. In the event that a trustee does not fulfill his or her term, the vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position. The president shall appoint a nominating committee who presents a candidate to the board.
- e. Each Trustee shall have one vote.
- f. A Trustee must be present or participate as permitted by New York State law at a meeting to have his/her vote counted.

- g. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

4. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, elected annually by the Board at the Annual Meeting in December. These officers shall serve for a period of one year and may be reelected to serve another year.
- b. The duties of such officers shall be as follows:
 - i. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - ii. The **Vice-President**, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and functions of the President.
 - iii. The **Secretary** shall review minutes prior to the presentation to the board of all meetings of the Board and ensure they are a true and accurate record; shall issue notice of all regular and special meetings; and shall perform such other duties as are generally associated with that office.
 - iv. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally associated with the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

5. DIRECTOR

- a. The Board shall appoint a Director who shall execute the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall oversee the care of the buildings and equipment; the employment and direction of the staff; the efficiency of the library's service to the public; and the operation of the library under the financial conditions contained in the annual budget. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided, but shall not have the right to vote.

6. COMMITTEES

- a. A nominating committee, appointed by the President three months prior to the trustee election, will present names of candidates for new trustees.
- b. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed. The Board may establish standing committees, such as the Historic Committee.
- c. All committees shall make a progress report to the Board at each of its meetings.
- d. No committee will have other than advisory powers unless, by action of the Board, it is granted specific power to act.
- e. The President shall be, ex officio, a member of all committees.

7. MEETINGS

- a. The Board will set the date for meetings. Trustees will be notified at least five days before the meeting. There shall be a minimum of 6 meetings a year.
- b. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- c. The Annual Meeting shall be held in December of each year, following the trustee election. The business transacted at this meeting shall include the certification of election of new trustees, the election of officers, and the adoption of the final budget for the subsequent calendar year.
- d. The operating and financial reports for the previous year shall be presented at the first meeting of the New Year.
- e. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting. The president is a voting member of the board for all motions and resolutions.
- f. The order of business for regular meetings shall include, but not be limited to, the following items:
 - i. Roll call of members
 - ii. Disposition of minutes of previous regular meeting and any intervening special meetings
 - iii. Treasurer's report and action on warrants
 - iv. Director's report
 - v. Committee reports
 - vi. Communications
 - vii. Unfinished business
 - viii. New business

- ix. Period for Public Expression
- x. Adjournment
- g. Trustees may participate in meetings as permitted by the New York State Open Meetings Law guidelines.

8. ELECTION OF TRUSTEES

- a. In addition to candidates nominated by the Board of Trustees as set forth in Section 6 (Committees), candidates who meet the criteria set forth in Section 3 (“Board of Trustees”) above may be nominated by adults ages 18 or older who reside or own property within the geographical limits set forth in Section 2 (“Purpose and Membership”). Trustee candidate nominations must be submitted by October 1 to the library director or mailed to the Palisades Free Library mailing address and include full name, address, phone number and email address of both the candidate and the member making the nomination.
- b. A Trustee election will be held each December to fill vacancies effective at the start of the following calendar year. The library will provide public notice of the election at least two (2) weeks prior to the election date and make candidate biographical information available to the public. Adults ages 18 or older who reside or own property within the geographical limits of the library district are eligible to vote.

9. REMOVAL AND SUSPENSION

Unless restricted by law, a Trustee may be removed for cause by a vote of two-thirds of the Board, causes for removal include, but are not limited to:

- a) Breach or refusal to carry out the duties of the office;
- b) Failure to attend three consecutive regularly scheduled Board of Trustee meetings;
- c) Incapacity;
- d) Violation of a Library Policy and;
- e) Residing outside of the Library service area

10. AMENDMENTS

To repeal, amend or add to the Bylaws, the Board must:

- a. Present, in writing, the substance of the proposed repeal, amendment, or addition at a regular or special meeting.
- b. Notice of a meeting to hold a vote must be given 5 days in advance.
- c. Passage or rejection is by majority of the whole Board, not by the majority of those present.

Attest:

Adopted by the
Palisades Free Library Board of Trustees
Date:

Marjorie Galen, President

Kristopher Haberman, Vice President