

A regular meeting of the Board of Trustees of the Pearl River Public Library was held at the library on July 25, 2022.

Present were Trustee William Morris, Trustee Michael McCue, Trustee Irene D'Anna, Director Eugenia Schatoff, Senior Account Clerk Debra McDermott, Treasurer Magda Parvulescu, and Board Clerk Mary Flanagan.

Trustee Donna Warren was in attendance via Telephone. Ms. Warren did not vote but was available for discussions and clarifications as needed.

Trustee Eric Sharrin arrived at 8:25p.m.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Trustee Morris called the meeting to order at 7:16 p.m.

REORGANIZATION OF THE BOARD

On a motion by Trustee Morris, seconded by Trustee McCue the board voted 3-0 to appoint Board Clerk Mary Flanagan as Temporary Chairperson. Board Clerk Mary Flanagan assumed the chair and asked for nominations for Board President. Trustee McCue nominated Trustee Morris for Board President. Trustee D'Anna seconded. There were no other nominations for Board President. Trustee Morris was elected Board President by a vote of 3-0. Ms. Flanagan resigned as Temporary Chairperson. And Board President Morris assumed the Chair.

Board President Morris asked for nominations for Vice President. Trustee McCue nominated Trustee D'Anna; Board President Morris seconded. Trustee D'Anna was elected by a vote of 3-0.

On a motion by Trustee Morris, seconded by Trustee D'Anna the Board voted 3-0 to adopt a resolution approving the following appointments and designations:

Treasurer - Magdalena Parvulescu;
Clerk to the Board - Mary Flanagan;
Deputy Clerk to the Board - Debra McDermott;
Auditors - Baldessari & Coster LLP;
Bank Depository - Webster Bank;
Insurance Company - Joseph P. Price Agency Inc.;;
Official Newspaper - *The Journal News*;
Official Radio Station- WHUD-FM (100.7)
Approval of Library Attorneys - Greenwald Doherty;
The Bachman Law Firm, PLLC;;
Whiteman, Osterman & Hanna, LLP.

Committee appointments are now as follows:

Building & Grounds - Trustee McCue and D'Anna

Policy Committee - Trustees Warren and McCue

Personnel Committee - Trustees Sharrin and Warren

Budget & Finance Committee - Trustees Sharrin and D'Anna

Technology Committee - Trustees Sharrin and D'Anna

PUBLIC COMMENTS - No Comment

APPROVAL OF MINUTES

Minutes of the meeting of June 27, 2022, on a motion by Trustee Irene D'Anna and seconded by Trustee Mike McCue the Board voted 3-0 to pass a resolution approving the minutes of the meeting of June 27, 2022.

APPROVAL OF TREASURER'S REPORT, FINANCIAL REPORT & LIST OF CLAIMS

The Board reviewed the Treasurer's Report, Balance Sheet, Actual Cash Flow Spreadsheets for June 2022 and the List of Warrants for July 2022. On a motion by Trustee Mike McCue and seconded by Trustee William Morris, the Board voted 3-0 to approve the Treasurer's Report, Balance Sheet, Actual Cash Flow Report for June 2022 and the List of Warrants for July 2022.

STATISTICAL REPORTS

The Statistical Reports for June 2022 were discussed and noted.

DIRECTOR'S REPORT

Director Schatoff reviewed the July 2022 report. While some kinks need to be worked out, our new website has been a great success, the staff will be receiving training on using the content management system.

With our new pro,optional team in place, we have made great strides in the development of our Master Marketing Plan. We have recently made and shared with the staff training an introductory video - All About our Master Marketing Plan. The staff training, which will take place in August, is fully devoted to the topic of the Master Marketing Plan.

Several areas of carpeting will be replaced due to empty or uneven duct taped patches in the childrens room and the main lobby between the Circulation Desk and the Reference Desk. We have received a number of cafe tables from a library that no longer needs them. We have repurposed them and will be placing them throughout the library, including the lobby, teen area, and adult areas. Library patrons will be happy to know that we have placed an order to upgrade our patron ScannX Scanner. We plan to receive and install it late July.

In preparation for Summer Reading we recently re-located our grades 5-12 Summer Reading book collection adjacent to the main entrance. This allows students to easy access for one-stop shopping for their summer reading projects. We have also introduced our new collection: Library of things. The collection was placed across from the Circulation Desk.

Our Outreach continues making connections through local schools, The Promenade, Temple Beth Am Senior Center, Defiant Health and Wellness, Veterans Memorial Park, Ice Cream Week Summer reading Kick-off. The PRPL staff are making connections with patrons of all ages. The library literally saw thousands of school kids and parents and also made, or deepened our partnership with some key organizations and businesses in the community.

Our new, multi-platform approach continues to keep our numbers high. Between in-person, hybrid, FBlive and outreach programming, our total number of programming attendance was 6081 in June. Events like the Bubble Bus drew hundreds and provided a great opportunity to put our teen volunteers to work, our One-on-One Tech Help sessions, Notary service and other personalized help sessions were bustling as well.

We have recently developed our Self Regulation Stations which are located in all departments featuring new programs with QR codes for registration from smartphones, departmental news, and 3-fold brochures highlighting departmental programming. These portable stations have already traveled to our outreach events.

The Board had some questions on various incidents that occurred. The Director reported that we continue to manage unruly students that come into the library and cause disturbance in various locations throughout the library, Director Schatoff spoke of the increased physical presence by staff, there is a need to increase cameras throughout the various areas in the library where visibility is limited. Trustee McCue suggested that we contact the School Resource Officer in Orangetown Police Department for some assistance.

OLD BUSINESS - none

COMMITTEE REPORTS

- A. **Building Grounds** -Decisions will need to be made on the Chiller Replacement Project. The Trustees decided to have a meeting to discuss options. Meeting TBD.
- B. **Policy- Bylaws Review** - The Attorneys are looking at the By-Laws policy.
- C. **Finance** - no report
- D. **Personnel**- no report
- E. **Technology** - taking bids for IT work formally provided by RCLS,
- F. **Ethics Policy** - Final Reading

PERSONNEL- Director Schatoff reported that interviews will be held next week for the Librarian II - Children's Services position.

NEW BUSINESS-

- a. A Special Meeting on Chiller Replacement Financing will be held TBD.
- b. The August Board meeting will be held on August 22, 2022
- c. Resolution - To increase Capitalization Threshold to \$2500.00 was approved as amended.

CORRESPONDENCE - none

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Trustee Eric Sharrin made a motion, seconded by Trustee William Morris to adjourn the meeting at 9:02 p.m.

Respectfully submitted,

Mary Flanagan, Board Clerk