

**Board of Trustees
of the Blauvelt Free Library
April 23, 2024**

Meeting was called to order at 7:00 PM by President Michael Andrea.

PRESENT: Dan Danner, Debbie Gallagher, Lisa Honig-Andrea, Claire Morrissey, Sal Pagnani, Alice Ryan, Donald Syko, and Maria Valentino.

EXCUSED ABSENCE: Kerry Beckmann, Maria Ceci, and Joan Ready

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENT: None

MINUTES:

Motion to accept the minutes of the March 26, 2024 meeting was made by Debbie Gallagher and seconded by Donald Syko. Motion passed unanimously.

TREASURER'S REPORT:

Sal Pagnani reported for Joan Ready. Complete Treasurer's report is attached for March, 2024. Board members asked questions regarding some of the line items and Sal Pagnani explained in detail.

Motion to accept the March, 2024 Treasurer's report was made by Sal Pagnani seconded by Debbie Gallagher. Motion passed unanimously.

DIRECTOR'S REPORT:

Claire Morrissey reported. The RCLS held a meeting to discuss the quarterly hybrid meetings and KOHA training dates for front line trainers. The libraries decided to pool the Museum Key so that everyone has access collaboratively and the cost is \$315 per year per library, and it should be up and running by mid-May. Valentine Electric completed projects and repairs in various parts of the library; board discussion ensued. Craig Silverman from Complete Connections made a service visit and automated the phone messaging and individual voice mailboxes. Ed Cook delivered materials for the Eagle Scout project. An Arborist consultant to Orangetown came in and advised that there are several dead trees, and he would advise the Town. The website is being brought up to date with Emmanuel; two web designers (Renaissance Web Solutions and Piper Webs) were asked to give us estimates on what it would cost to redesign the website; board discussion ensued. The entire library collection has been scanned and we are ready to switch to KOHA. Our library holidays are not completely in line

with the other libraries; Board discussion ensued regarding giving Juneteenth and Martin Luther King as paid holidays.

Motion to approve giving the staff off on Juneteenth (June 19th) going forward was made by Lisa Honig-Andrea seconded by Debbie Gallagher. Motion passed unanimously.

The circulation continues to be steady, and the programs continue to thrive. The Eclipse watch drew 105 patrons. The number of patrons that require documents to be notarized continues to rise.

FRIENDS OF THE LIBRARY:

Michael Andrea and Alice Ryan met earlier this month to discuss what the other libraries are doing so that we can come up with some fundraising, game nights, movie nights, involving the Lions, etc., to draw in patrons and members. Board discussion ensued. Alice suggested having people come in to meet with her and discuss what exactly “Friends” is all about. Board discussion ensued. Claire Morrissey shared her knowledge of what events the Orangeburg Library Friends has held.

OLD BUSINESS:

Thrift Shop – Debbie Gallagher has been volunteering steadily and indicated that several Trustees from other libraries are also volunteering. Michael Andrea visited it recently and donated a painting in the name of the library.

Building Issues – Discussed in the Director’s Report; There are some other minor repairs that need to be completed.

Eagle Scout Project – A few weeks ago, roughly 10 scouts came and dug out a space and filled it in with crushed stone. They seem to be moving along nicely. The project is being dedicated to two former children’s librarians that have passed away. There are two large stones out there that were the original steps of the library that they will try to incorporate into the project. Board discussion ensued. There are other stones from the library renovation that we should ask our landscapers to try to incorporate into our grounds landscaping. Mike spoke with the Town.

Library Hours – Currently there is a staff rotation in place on Saturdays so that Toni D’Angelo is not alone, and we will open on Sundays. Lisa Honig-Andrea asked Claire Morrissey about getting key fobs for emergency situations for the panic button. It was decided to renew the Sunday hours effective September 8, 2024.

Bank – Mike Andrea advised that several of the Trustees may need to go back to the bank to sign other documents now that we have Laura Grunweg’s name off the account.

NEW BUSINESS:

Trustee Opening – Mike Andrea revisited whether we need to fill Samantha McCullagh’s Trustee vacancy. Mike Andrea will review the By-Laws. Board discussion ensued.

Website Update – Discussed in the Director’s Report.

Koha Transition – Discussed in the Director’s Report.

Museum Key – Discussed in the Director’s Report.

Personnel – Barry Koch approached Claire Morrissey about stepping down from his position as Programs Director. Claire approached Lynne Warshavsky, who currently works for the Orangeburg Library, about the position and offered her 15 hours a week; after several conversations, Lynne advised that she would love to join our staff.

Sexual Harassment Training – Dan Danner asked who he needs to send the completed certificate to, and Michael Adrea advised that everyone should send them to him.

PUBLIC COMMENT: None

A motion for adjournment of the Public meeting was made at 8:26 PM by Dan Danner and seconded by Sal Pagnani. Motion passed unanimously.

Next meeting is scheduled for Tuesday, May 28, 2024, at 7:00 PM.