

**Board of Trustees  
of the Blauvelt Free Library  
May 28, 2024**

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

**PRESENT:** Kerry Beckmann, Maria Ceci, Dan Danner, Debbie Gallagher, Lisa Honig-Andrea, Claire Morrissey, Sal Pagnani, Joan Ready, Donald Syko, and Maria Valentino.

**EXCUSED ABSENCE:** Alice Ryan

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENT:** None

**MINUTES:**

Motion to accept the minutes of the April 23, 2024 meeting was made by Lisa Honig-Andrea, and seconded by Sal Pagnani. Motion passed unanimously.

**TREASURER'S REPORT:**

Joan Ready reported. Complete Treasurer's report is attached for April, 2024. Joan Ready explained the adjustments. Board members asked questions regarding some of the line items and Joan Ready explained in detail. Sal Pagnani advised that he will look into the costs of gas and electric. Board discussion ensued.

Motion to accept the April, 2024 Treasurer's report was made by Kerry Beckmann, seconded by Maria Ceci. Motion passed unanimously.

**DIRECTOR'S REPORT:**

Claire Morrissey reported. Museum Key has been implemented and introduced to patrons of the five South Orangetown School District libraries. This collaboration provides patrons of all libraries with increased access to museums and park passes. Information is on the website and pamphlets were created to be handed out to patrons. Our biggest purchase of passes, for our patrons, is the Museum of Natural History. Hoopla, a digital platform that streams music, audio books, e-books, and movies, is being explored as an offering to Blauvelt patrons. There is a retention fee of \$1,500 and we can limit the amounts of streams per patron. Claire Morrissey distributed a paper copy to the Trustees. Twelve new adult programs have been added to the summer events calendar. Board discussion ensued. Lynne Warshavsky launched our weekly e-newsletters, which go out to patrons who registered, each Sunday evening. Our Friends of the Library fundraiser is in place. Local photographer Steven Lynn

donated 24 photos of local Rockland sites. All the proceeds of the sales will go to benefit the library. Lynne Warshavsky will work with Alice Ryan to publicize these events. The Summer Children's Reading Club registration will open on June 17<sup>th</sup>. This summer's theme is "Adventure Begins at Your Library". Valentine Electric installed light switches at the bottom and top of the lower staircase, added a main light switch to the entrance above the alarm pad, and set a timer for the exterior chandelier lights, and replaced lights in the Fiction room with energy efficient LED bulbs. Floz-On Painting will be cleaning and sealing the brick façade on the fireplace, and will repair and paint the ceiling in the Children's room, and they will also paint the accent wall in the main entry. We received an estimate for painting the front door, but the amount seems too high and we will pass on doing that now. Luna Landscape has completed the spring clean-up, including cutting all greenery away from the building. We have discussed the path to the Eagle Scout Project and use of the rocks piled in the back lot to address the drainage issues. Mike Andrea indicated that the Eagle Scout is anxious to move the project along. Lift-Tech and Jersey Elevators performed the annual inspection of the elevator earlier this month, and the elevator is in compliance with all codes and standards. ByWater Solutions recommends that its partner libraries close during the offline period as we switch over to Koha, our new circulation program. This will happen from Thursday, August 1<sup>st</sup> to Monday, August 5<sup>th</sup>. Claire Morrissey indicated that the other library directors are in agreement that we should close the library early on that Thursday and remain closed until that Monday. We will provide workshops and training on Friday so that everyone can get educated on the new system. Board discussion ensued. Our programming numbers are up. Board discussion ensued. The Children's programs have also had a good turn-out. The demand for notarized documents has increased from the prior month.

#### **FRIENDS OF THE LIBRARY:**

Alice Ryan did not report.

#### **OLD BUSINESS:**

**The Thrift Shop** – Debbie Gallagher continues to volunteer on Wednesdays.

**Website Update** – Claire Morrissey spoke with Renaissance Web Solutions, who has done the website for various local libraries. They are a little pricey, but she believes this is an investment worth making. Board discussion ensued.

Motion to redesign the library website at a cost of \$6,500, through Renaissance Web Solutions, was made by Sal Pagnani, and seconded by Kerry Beckmann. Motion passed unanimously.

**Eagle Scout Project** – Discussed in the Director's Report.

**RCLS Trainings** – Debbie Gallagher advised that the trainings are all year long. Board discussion ensued.

**Building Issues** – Mike Andrea advised that all the thermostats are in and set and a few things still need to be maintained. There still needs to be some clean-out done of items we have in the building that we no longer require.

**NEW BUSINESS:**

**Museum Key Implementation** – Discussed in the Director's Report.

**Koha Transition** – Discussed in the Director's Report.

**Review of Bylaws** – Trustees terms, public comment vs. Executive Committee. Mike Andrea distributed the Bylaws to the Trustees. We will need to add one more Trustee. Board discussion ensued regarding advertising for a person to fill that seat. Anyone who is interested in the position should send a letter to Mike Andrea. Board discussion ensued. Mike Andrea suggested we post for the position prior to the September, 2024 meeting so that we can vote on a new Trustee at that meeting.

**Consideration of Purchasing Hoopla for the Library** – Discussed in the Director's Report.

**Library/Lions Sign** – Kerry Beckmann indicated that the Lions spoke with Barry Koch regarding taking over the programming. Board discussion ensued.

**PUBLIC COMMENT:** None

A motion for adjournment of the Public meeting, and go into Executive session, was made at 7:50 PM by Sal Pagnani, and seconded by Maria Ceci. Motion passed unanimously.

Next meeting is scheduled for Tuesday, June 25, 2024, at 7:00 PM.