Blauvelt Free Library

Board of Trustees Meeting

AGENDA- January 28, 2025

1. Meeting Call to order and Public Comment
2. Review of Minutes: November 26,2024 Meeting
3. Financial Reports
4. Director's Report
5. Friends of The Library Report
6. Old Business
   Eagle Scout Project- On-site dedication date to be decided for spring 2025.
   Lion's Club electronic board-repair/replace status
   259 School District Referendum Funding-update
   Energy supplier for coming year- update on new contract terms and timeframe
   Periodical and database changes in 2025- update
   Staff fire training safety-date pending
7. New Business
   RCLS trainings 2025
   Upcoming Library Fundraiser: February –"Why I love my library"
   Community Garage Sale Roundup-Friends of the Library to manage
8. General Maintenance and Operational Items
   New elevator maintenance company for consideration
   Review proposal by Valentine Electric for lighting update in Children's Room and in lower level storage area
   Handyman work completed January 22
   Heating in upstairs offices –Update
9. Executive Session
   2025 staff salary discussion

Next meeting: February 25, 2025

Board of Trustees
of the Blauvelt Free Library
November 26, 2024

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

PRESENT: Kerry Beckmann, Dan Danner, Debbie Gallagher, Lisa Honig-Andrea, Kathleen Lacker, Claire Morrissey, Joan Ready, Alice Ryan, Donald Syko, and Maria Valentino.

EXCUSED ABSENCE: Maria Ceci, Sal Pagnani

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENT: None

MINUTES:

Motion to accept the minutes of the October 22, 2024 meeting, with amendments, was made by Kerry Beckmann, and seconded by Donald Syko. Motion passed unanimously.

TREASURER'S REPORT:

Joan Ready reported. Complete Treasurer's report is attached for October, 2024. Board members asked questions regarding some of the line items and J. Ready and Claire Morrissey explained in detail. Joan advised the board of the months that the CD's will mature in 2025.

Motion to accept the October, 2024 Treasurer's report was made by Debbie Gallagher, and seconded by Dan Danner. Motion passed unanimously.

DIRECTOR'S REPORT:

Claire Morrissey reported. The Town of Orangetown's yearly fire inspection was completed and a certificate of compliance was issued to the library and is displayed. The fire safety training for employees has been tentatively scheduled for January, 2025. A shattered storm window on the side of the building was repaired by Cook's Glass. The sprinkler system was drained for the season by Landmark Irrigation and will be back to check to make sure no other water is in the line. Integrity Gutter Cleaning will clean the gutters by the end of November and we may also schedule them to come back in the spring. The contract with Dream Energy will be up for renewal in January and there was discussion to revert back to O & R. Michael Andrea was sent rates and Claire Morrissey will review them and see if it makes sense to switch. Donald Syko mentioned a program that is on the Orangetown website for signing up for solar and a discount would be given to the persons who sign up. Board discussion ensued. The

259 Funding for 2025 is still being considered by the five SOCSD libraries. Only Orangeburg, Palisades, Blauvelt, and Tappan board of trustees have voted to move forward. Piermont is currently without a director or contact person, so they have not voted to move forward on this funding. Our library will begin gathering the 25 residents to move forward with this funding. A review of the databases and periodicals in underway to see which we no longer use and which ones we can acquire for 2025. We now offer the New York Times digital edition to patrons, for one year, as a trial, by partnering with the Orangeburg, Palisades, and Tappan libraries. Board discussion ensued. A review of the employee positions and salaries is in progress and will be discussed in January, 2025. Board discussion ensued. Kathleen Lacker commended Claire Morrissey for a great job she did hosting the Trustee training on October 30th. Circulation continues to be steady and patrons are still coming in to have documents notarized. Sundays are averaging 40 patrons, including Daisy Girl Scouts. Mike Andrea asked Claire Morrissey about a Santa event on Wednesday, December 4th, at the Tappan Firehouse.

FRIENDS OF THE LIBRARY:

Claire Morrissey advised that five new members signed up at the last meeting held by Alice. Alice Ryan was pleased with these sign ups and hopes that this will continue. She is looking into a trip to the Culinary Institute and bringing in a High Tea or go to NYC where there is a bus that serves High Tea. Lisa Honig-Andrea asked about a trip to the Morgan Library in New York City.

OLD BUSINESS:

Eagle Scout Project Town Board Recognition – Mike Andrea advised the board that the town will present a plaque to James Burns at the Town Board meeting on December 17th.

Eagle Scout Project On-Site Dedication – Mike Andrea and Claire Morrissey thought is best to wait until the spring to have the dedication.

Lion's Club Electric Board – Kerry Beckmann advised that the Lion's club is still waiting for estimates.

259 School Funding Proposal by SOCSD Libraries – Discussed in the Director's Report.

Yearly Fire Inspection Update – Discussed in the Director's Report.

NEW BUSINESS:

Library Electricity Supplier – Discussed in the Director's Report.

RCLS Training/Record Keeping – Mike Andrea advised that everyone should have received notices from RCLS regarding upcoming training. Claire Morrissey advised that there will be one on December 4th at the Palisades Library.

Staff Fire Safety Training – Discussed in the Director's Report.

Review of Current Periodicals – Discussed in the Director's Report.

Treasurer's Report for November – Mike Andrea asked that Joan Ready send out the November prior to the January, 2025 meeting.

PUBLIC COMMENT: None

A motion for adjournment of the Public meeting, and go into Executive Session, was made at 7:40 PM by Kerry Beckmann, and seconded by Kathleen Lacker. Motion passed unanimously.

Next meeting is scheduled for Tuesday, January 28, 2025, at 7:00 PM.

BLAUVELT FREE LIBRARY
TREASURER'S REPORT
December 31, 2024

A/C	Expense	Current Month	Year to Date	2024 Budget	ADJUSTED 2024 Budget
E-1	Staff Salaries	$ 36,107	$ 436,933	$ 507,200	$ 434,028
E-1A	Pages Salaries	1,050	8,730	7,800	7,800
E-1B	Overtime Wages/Christmas Bonus	900	5,900	4,500	5,000
E-2	Payroll Processing Fees	344	4,478	5,000	5,000
E-3	Administration & Auditing Fees	-	5,125	5,000	5,000
E-4	Employer's Share-Social Security	2,770	33,619	39,398	34,185
E-5	NYS Unemployment & Disability	44	2,316	2,680	2,600
E-6	Insurance (Employee related)	4,748	51,141	68,915	53,505
E-6 A	Retirement Program	-	24,031	23,763	24,031
E-7	Bank Charges	350	511	-	
E-8A	Books Adults	856	14,946	20,000	20,000
E-8B	Books Children	3,862	15,025	16,000	16,000
E-9	Media	426	3,734	4,500	4,500
E-10	Periodicals	79	6,339	9,000	9,000
E-11	Cataloging	842	842	900	900
E-12	On-Line Library Service	-	25,832	27,500	27,500
E-13	Automation (ANSER Share)	-	8,750	10,000	10,000
E-14	Equipment	458	2,712	1,000	1,000
E-15	Equipment Service	419	13,049	15,000	15,000
E-16	Building Maintenance	751	17,260	8,000	8,000
E-16E	Contracting Services	-	8,330		12,550
E-17	Uncontrolled Maintenance	-	10,419	4,000	4,000
E-18	Business Insurance	(390)	31,857	29,500	29,500
E-19	Gas & Electric	851	18,390	19,000	19,000
E-20	Telephone	358	4,350	4,300	4,300
E-21	Water & Sewer	43	1,788	2,400	2,400
E-22	Cleaning & Refuse	1,218	12,628	11,000	11,000
E-23	Library & Office Supplies	546	13,068	12,000	12,000
E-23B	Supplies - Covid	-	0	1,000	1,000
E-24	Professional Development/Travel/Meetin	599	858	3,500	3,500
E-25	Public Relations	-	5,448	8,000	8,000
E-25A	Children's Programs/Supplies	869	9,857	10,500	10,500
E-25B	Programs - Adult	230	11,555	15,600	15,600
E-25C	Friends Program	-	1	1,000	1,000
E-26	Postage	-	1,306	2,500	2,500
	TOTAL OPERATING EXPENSE	58,330	811,128	$ 900,456	819,899
E-27	Miscellaneous Expense	-	4,550	25,000	25,000
E-28	Budget Vote - SOCSD	-	0		
	TOTAL EXPENSE W/ RENOVATION	$ 58,330	$ 815,678	$ 925,456	$ 844,899
A/C	**INCOME/ RECEIPTS**				
I-1	Incentive Grants	$ -	$ 1,709	$ 1,000	$ 1,000
I-2	Town of Orangetown	-	714,400	714,400	714,400
I-3	School District	-	173,928	173,000	173,000
I-4	SBA -PPP and EIDL (Advance)	-	0	0	
I-5	Construction Grant	-	2,925		
	TOTAL PUBLIC FUNDS SOURCES	$ -	$ 892,962	$ 888,400	$ 888,400
I-6	Interest/Gain on Investments	$ 8,068	$ 49,840	$ 36,000	$ 36,000
I-6A	Transfer from Reserve	-	0	25,000	25,000
I-7	Gifts & Building Fund	-	905	150	150
I-8	Video Fines	-	20	75	75
I-9	Fines & Lost Books	-	446	150	150
I-10	Staff Purch.& Other Lib. Charges	-	0	0	-
I-11	Fund Raising	-	0	0	-
I-12	Miscellaneous Income	-	7,052	300	300
	TOTAL INCOME	$ 8,068	$ 951,225	$ 950,075	$ 950,075
	Current Yr Projected Surplus (2024 Gen Op Spending vs 2024 Funding)			$ 24,619	$ 105,176
	Note: Renovation Spending covered by RESERVES and not Current Year Funding				
	CASH BALANCE (Dec.31, 2023)		$ 1,097,778		
	YTD INCOME -YTD EXPENSE		135,547		
	OPERATING BALANCE		$ 1,233,325		
			BANK BALANCE	$ 268,325	
			BUILDING FUND	0	
			CD'S	965,000	
			BALANCE	$ 1,233,325	

Director's Report- January 28, 2025

The current energy supplier, Dream Energy has provided a contract for a one year period. The new contract will be effective March 1, 2025- February 28, 2026. . Contract to be reviewed and voted upon at January meeting.

259 Funding is moving forward by the SOCSD libraries for 2025. Orangeburg, Palisades, Blauvelt and Tappan BOT's have voted to move forward. It is unknown if Piermont will join but they are not required to in order to move forward. The library directors are working on creating the signature petition with information for the public with a planned execution date of late February and submission to the School District in March with an April vote.

A review of all databases and periodicals has been conducted and we have eliminated many underutilized databases and periodicals. The savings to the library is approximately $9,000.00 per year. We will monitor inquiry and requests from patrons over the next 12 months.

Our current elevator maintenance company will no longer provide phone monitoring of landlines connected to customer accounts. I consulted with neighboring libraries and Champion Elevators was recommended and contact is in progress.

Valentine Electric provided an estimate to update the overhead lighting in the Children's room which is currently not working. Total cost of $1680.00.They also provide an estimate to install one main light switch for all the various lights in the now empty lower level storage room for a total cost of $1220.00. Board to discuss and decide if we should move forward.

Mike's A-1 Handyman performed several jobs on January 22nd visit including re-assembling tables that were in storage for use in reading room, removing unused shelving in Teen Room, hanging blinds in main floor office area, repairing a chair and securing bookcases in the Children's room.

Heat in the upstairs offices is not working and installer of the unit is no longer in business. Berry Burners in Nyack has been contacted to inspect and advise regarding issue with heat in this one area.

A Review of employee position and salaries will be discussed in January Executive Session.

January 2025

	December 2023	December 2024	Difference
Adult DVD/Blu-Ray	91	63	-28
Adult Fiction	355	601	246
Adult Non-Fiction	151	171	20
AudioBook CD (A&J)	8	3	-5
Children's Blu-Rays/DVD's	28	24	-4
Children's Fiction	1,165	1,133	-32
Children's Non-Fiction	176	184	8
Teen Fiction	69	79	10
Teen Non-Fiction	6	1	-5
Teen Audio Book	0	0	N/A
Hoopla	N/A	92	N/A
Music CDs	13	99	86
Museum Passes	12	3	-9
Periodicals (A&J)	44	42	-2
Video games (A&J)	10	4	-6
MONTHLY TOTAL	2,128	2,499	371
YTD			
New Cards Issued: 2024	N/A	192	

BOARD MEETING: January 28, 2025

December STATS

NOTARIES	December 2024		YTD: 2024
TONIE ANN	SESSIONS	78	1401
	SIGNATURES	109	2045
	# OF PEOPLE	106	1842
NICOLE	SESSIONS	37	436
	SIGNATURES	69	366
	# OF PEOPLE	40	600
EMMANUAL	SESSIONS	24	285
	SIGNATURES	43	230
	# OF PEOPLE	31	338

WI-FI USAGE: December 2024: 1962

YTD: 2024: 30,763

MONTHLY ATTENDANCE December 2023: 2034

YTD FOR 2023: 25,596

MONTHLY ATTENDANCE December 2024: 1906

YTD FOR 2024: 27,396

Blauvelt Free Library

ADULT PROGRAM STATS

November 25, 2024 through January 24, 2025

Program	Sessions	Attendees
Chair Yoga and Meditation with Debbie	3	45
Friday Blauvelt Walking Club	5	20
Monday Open-Table Game Day	8	85
Book Chat with Alison	2	22
Tai Chi with Phil Cross	4	47
In the Kitchen with Chef Pearl	1	14
Holiday Wrapping with Lynne	1	2
Komal Paint and Sip Night	1	25
Button Craft with Lynne	1	16
Let's Dance with Jane Serrao	4	43
Introduction to AI with Eddi Khaytman *	1	12
Spice of the Month Club	1	8
PROGRAMS/MEETINGS (ROOM RESERVED AT LIBRARY)		
Ladies Knitting Club	6	18
Retired Teachers Book Chat	1	7
Girl Scouts Troop, Littles and Middle	7	127
TOTAL:	**46**	**491**

*Program shared with (Orangeburg Library)

PROGRAM NAME	Date of Session	Attendance (children)	Attendance (adults)	Other Attendees	Attendance (total)
Class Visit (St. Catherine's Storytime)	1/14/2025	30	5		35
Fiber Arts with Arlene	12/4/2024	6	3		9
Friday Funtime for Littles	12/6/2024 (sick)	0	0		0
	12/13/2024	10	12		22
	1/10/2025	20	13		33
Girl Scout Craft Visit	12/12/2024	10	3		13
	12/19/2024	16	3		19
Holiday Bash (Blauvelt only)	12/4/2024	20	18		38
Move & Groove/Mr. Kurt	12/12/2024	14	10		24
	1/16/2025	31	32		63
Playtime for Littles (open toy play)	12/27/2024	6	6		12
Rise & Shine Stories (wednesdays)	12/11/2024	14	12		26
	12/18/2024	12	10		22
	1/8/2025	14	13		27
	1/15/2025	20	16		36
	1/22/2025	11	10		21
Scavenger Hunt	December (month)	22			22
	January (as of 1/22/25)	4			4
Tuesday Storytime	12/3/2024	0	0		0
	12/10/2024	0	0		0
	12/17/2024	0	0		0
	1/7/2025	2	2		4
	1/14/2025 (sick)	0	0		0
	1/21/2025	1	1		2
Turtle Dance Music Class	12/20/2024	8	7	10 (virtual)	25
Thursday Night at the Movies	12/12/2024	3	1		4
Virtual Kitchen with Debbie	12/17/2024	5	7	(teen/tween)	17
Zumbini for Littles	1/7/2025	14	10		24

Kids' Dec & Jan Attendance Summary:	
Children	293
Adults	194
Other	15
Total	502