March 12, 2024 - Minutes

Attendees: Roberta, Jean, Mengfei, Christine, Janine, Martha, Donna, Lori

Guest: Principal Library Clerk - Deborah

- Call to Order: 5:32
- Review & Approval of Jan. 9, 2023 minutes - approved
- Deborah - providing clarification on McNaughton/Brodart book rental account and adult book procurement
  - We have allowances each year for purchasing books through this arrangement
  - We use the rentals specifically for the book club and travel books.
  - Generally, 30 allowances (about 15 books) are used at a time by the library
  - Deborah asks that we consider only using Brodart for the book club and travel books
  - Any damaged rentals need to be retained by the library - Brodart won’t take the book back
  - If there are any allowances left at the end of the year, Deborah rents travel books with those allowances.
  - The “year” for the contract runs March-March
  - The contract is $4000/year
  - Trying to get the newer books for book club through ILL would be onerous (this could work for much older books though)
  - Request from BOT members for Deborah to write up a procedural manual so that there is a record of this complicated process
  - This company is best for adult books, not children’s
  - The rentals do not have a time limit for how long we can keep them, but book club books are returned in a timely manner to facilitate book tracking.

- Deborah - budget for book purchases
  - In 2021 the monthly budget for books and media was $1732.25
  - In 2022 the monthly budget for books and media decreased to $665.00
  - As of June 2022, 12 more books were added, which pushed her understanding of the available monthly funds for books to $1085.
The library was spending more money on audiobooks and DVDs when books were not purchased to the monthly limit. The amount of these ordered each month varies based on circulation.

Deborah plans to add an additional section to the budget chart so that children's books for the grant can be tracked separately.

The $4000 for the Brodart rental account is separate from the book budget account.

The magazines account is separate from the book budget account.

Deborah has a process of looking up books/vetting the selection of books that she is adding to the collection. She looks at the Library Journal pre-publication listing. Then she checks the NYT bestseller list, then the reviews, and WLS Hold statistics.

[There were some questions from new BOT members about how the PFL budget works overall. Jean explained that many of our expenses are fixed/known (rent, etc) and others we know are rising (salaries, health insurance, etc) and that the PFL typically gets the same 2% increase from the town. This year we were able to secure more, which will cover the cost of the audit, which receiving more mandates)]

[Jean also mentioned that the PFL Friends is our development money, which is separate from the Operating budget]

- New Business
  - Elections
    - Election of President - Roberta has been elected to serve as president until next elections the second week of January 2025.
    - Candidate for Vice-President - a candidate is needed, and this person would be well positioned to learn about the role of President.
    - Candidate for Treasurer - a candidate is needed, and Jean is happy to train someone.
    - Election of Secretary - Christine has been elected to serve as Secretary
    - Election of Trustee - not voted, since Martha had to leave
  - Inventory of Front Door Keys
Jean and Roberta confirm they have keys. Jean also has a key for the 2-drawer file. Martha has keys.

Staff all have keys, and Donna has a list of those.

Donna will report back at the next meeting.

**Treasurer's Report**

- Jean shared the 2023 spend. We overspent last year, which came from the old development fund, which we are spending down.
- Jean will get all BOT members view access to the bank account.
- Jean gets text alerts when money is spent, so there is a low risk of fraud.
- There are 3 accounts: Operations, Development (for programs, etc), Procurement (for day-to-day use).
- When money is spent, each purchase is tracked back to the budget so we can account for how well we planned/what we should plan for in the future.

**Directors Report**

- Request to add $4000 to the book purchasing budget.
  - This budget adjustment was approved.
- Mailing list sample - use of “current resident” instead of names, since the names are outdated.
  - BOT recommendation to use “Purchase library patron” instead.
- Info/Status of 20K grant for Children’s books.
  - The check was received.
- Decision not to use storage space.
- Dr. Jerry Nichols is available for a 2-hour zoom session to train library trustees.
  - He is the author of the Handbook for Library Trustees of NYS.
  - No cost to PPL.
  - Available for April.
  - Try to schedule for April 9 - during our regularly scheduled time.

**Program policy**

- A reminder that the library is ADA compliant (wheelchair entrance through Purchase Community House).
Discussion in response to incident at West Harrison library about who is able to attend programs, children's programs

- It is important to review & update our policies regularly
- See page 30-31 in the handbook
- Donna has called Galina Chernykh, director of the Harrison/West Harrison Library, to gather information regarding their response to above incident

- Adjournment: 7:23

Agenda items that were not discussed:

- Friends update
- Transition of Development from PFL to Friends
- Status of Gloria Bronzo “Books by Mail” program
- Old Business

Attachments

Director's Report
February Statistics_general
February Statistics - (circulation)
Sample Page - Mailing List
Statement on the Governance Role of a Trustee or Board Member
PFL Handbook