

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 PFL
 - 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](#)