

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

Meeting was called to order at 7:02 PM by President M. Andrea.

**PRESENT:** K. Beckmann, M. Ceci, T. D'Angelo, D. Danner, D. Gallagher, L. Honig-Andrea, S. Pagnani, J. Ready, D. Syko, and M. Valentino

**EXCUSED ABSENCE:**

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENT:** None

**MINUTES:**

Motion to accept the minutes of the November 28, 2023 meeting was made by K. Beckmann, and seconded by D. Danner. Motion passed unanimously.

**TREASURER'S REPORT:**

J. Ready reported. Complete Treasurer's reports are attached for November, and December, 2023. Board members asked questions regarding some of the line items and J. Ready and L. Grunweg explained in detail.

Motion to accept the November, 2023 Treasurer's report was made by K. Beckmann, and seconded by S. Pagnani. Motion passed unanimously.

Motion to accept the December, 2023 Treasurer's report was made by D. Syko, and seconded by M. Ceci. Motion passed unanimously.

**FRIENDS OF THE LIBRARY:**

M. Andrea has spoken with A. Ryan and they have been in contact with other libraries to see what programs and events they offer their patrons. They held a defensive driving course for 28 patrons.

**DIRECTOR'S REPORT:**

T. D'Angelo reported. We ended 2023 with a good-bye celebration to Laura and Barry. On December 22<sup>nd</sup> there was a smoldering wire in the elevator room with rising smoke up the staircase that triggered the smoke detectors; fire trucks from various towns responded, as well as O & R and the sheriff's department; Jersey Elevator and Valentine Electric addressed the issue the following week. Wireless usage increased by 6,000+ from 2022. Notarizations for 2023 totaled 2,312. Preparations to migrated from SirsDynix to ILS are ongoing and time consuming. Board discussion ensued. Circulation figures remain steady.

## **OLD BUSINESS:**

**School Funding Petition 2024** – M. Andrea advised that a meeting was set up for February 1<sup>st</sup> with the other libraries, with one Trustee from each attending, to go discuss the school funding process. M. Andrea wants to make sure that this does not affect any of the funding we will receive annually from the Town. Board discussion ensued.

**Webster Bank Signatories Require Updating** – M. Andrea advised that Laura Grunweg's name was taken off the accounts.

**Holiday Program/Sendoff** – The event was well attended.

**Repair/Paint Gutters/Soffit** – D. Syko indicated that there were holes found in the gutters that will need to be repaired.

**Front Door** – M. Andrea indicated that the polyurethane needs to be redone on the front door, but it will have to wait until the spring.

## **NEW BUSINESS:**

**Elevator Water/Electrical Issues** – Valentine Electric came to move the electrical box so that the wires won't get wet in the future, but it may be an on-going problem because of the way the property slopes. We may have to look at drainage to fix this properly.

**Building Walk-through with Laura/Basement Storage** – L. Grunweg walked M. Andrea and D. Syko through the building before she left so they would have a better feel of what is in the building. M. Andrea would like to clean out some of the rooms and see if we can donate any items to other libraries or if we need to recycle.

**Carbon Monoxide Detectors** – We have several throughout the building, but need to have two detectors installed downstairs. These are all battery operated. Board discussion ensued.

**Roof/Chimney Leaks** – M. Darnobid saw stains in the ceiling. M. Andrea called a roofing company to come out and give us an estimate and repair it the same week. We will need to have someone repair the chimney as well and possibly put caps on the chimney. Board discussion ensued.

**Annual Report to Orangetown** – M. Andrea will put this together.

**Barry Koch Services** – B. Koch sent M. Andrea a proposal of what his services would be prior to leaving at the end of December. His services would be limited to a maximum of 20 hours per week. We received an itemized invoice from him this week. Board discussion ensued.

**Misc.** – D. Syko indicated that the library website needs to be updated with the names of the current Trustees; we need to remove people's names that are no longer employed by the library; we should put photos of the library through the years to date on the website as well. As part of the Trustee training, there are also some documents that need to be on our website. Board discussion ensued. T. D'Angelo indicated that we need to indicate which trainings the Trustees took to add into the Annual Report. J. Ready has been working with ADP to make sure the payroll and taxes are processed correctly; the W-2's and 1099's have arrived.

**PUBLIC COMMENT:** None

A motion for adjournment of the Public meeting, and go into Executive Session, was made at 8:00 PM by K. Beckmann, and seconded by L. Honig-Andrea. Motion passed unanimously.

Next meeting is scheduled for Tuesday, February 27, 2023 at 7:00 PM.

