

Philmont Public Library  
101 Main Street  
Philmont, NY 12565

## **December 1, 2021**

The regular December meeting of the Philmont Public Library Board of Trustees was called to order at 7:13 PM by President Faith Benson. Also present were Vice President Barbara Sagal, Chief Financial Officer Dave Bolevice, Secretary Mindy Gardner, and Director Tobi Farley.

Public Comment: None

Visitors in Attendance: None

Minutes: A **MOTION** to accept the November 2021 minutes as submitted was made by Bolevice, seconded by Benson, and unanimously approved.

Correspondence (Gardner):

Gardner reported that she sent a letter by email to the Philmont Village Board notifying them of the Board's decision to raise the Library Clerk wage.

President's Report and Policy Committee Report (Benson):

Benson reported updating the General Conduct policy and the Use of Tools and Equipment Policy, emailing the new versions to Board Members and to our Village Liaison, Jason Detzel.

As per Rob Fitzsimmons, the Village Attorney, it was decided that we will keep a folder of tool borrowing agreements ("Use Agreement, Waiver, and Indemnification Forms for Tools and Equipment") for seven years for liability purposes.

Benson initiated communication with Fitzsimmons and Casey Conlin, MHLS Coordinator for Library Sustainability, for advice on how we can protect our patrons and staff from convicted sex offenders without violating their civil liberties. There is no legal basis for creating a policy that restricts access. Board Member discussion centered around identification. Sierra permits the addition of a photo onto a patron's account, but a Bluetooth-enabled camera is necessary to do so. Gardner suggested appropriating an older, non-cellular-enabled iPhone or similar device. Notes about patron behavior can also be added to the profile.

The Board discussed enhancing Library security, especially via the use of internal security cameras. Gardner agreed to research camera systems that notify when movement is detected as well as capture video. Suspects from the recent break-in were apprehended and charged. The damage claim has been filed with our insurance company.

Financial Report (Bolevice):

Rather than send pictures of bills to Bolevice (as discussed during the October meeting), Farley will manually itemize expenses.

Village Liaison Report (Detzel):

None

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Library Director's Report (Farley):

Farley alerted the Board that we are still awaiting back-ordered parts for the new boiler. The HVAC contractor turned the boiler on in the meantime, but Farley was concerned about safety and it is currently off pending Mayor Johnson's advice. The contractor confirmed that the boiler will go where the hot water tank currently is and the hot water will be on demand, but not upstairs.

Farley reported great attendance for the FDR series and the NY Historical Society presentation.

Farley applied for a \$1500 grant for funding for the toddler story hour and the ELK kits. We will find out if we get it in February.

Farley is working with Drake on a concert series grant that is very detailed. The grant needs to include who will be performing, and when. Its deadline is Dec 17<sup>th</sup>.

Farley is looking for someone to design, build and create the little free art gallery, in which one side will be locked for display and the other side will be open for art swaps.

After discussion, Gardner made a **MOTION** to approve the Mid-Hudson Direct Access Plan, seconded by Benson, and unanimously approved.

Building Committee Report (Bolevic):

Bolevic, Farley, Gardner and Benson will discuss "wish list" constraints and questions by email and then send a meeting invite out to the larger group.

Art Committee Report (Drake):

None

New Business

The Board discussed changing hours during the school year to be open 1-5 pm on Tuesdays. One of the Clerks is moving to Florida, and will no longer be working after Christmas. In February, Farley will be looking to hire someone 6 hours a week in the afternoons.

Gardner made a **MOTION** to adjourn at 8:25, seconded by Benson, and unanimously approved.

The next Philmont Public Library Board meeting will be held on February 2, 2021 at 7:00 PM, in the Library's Cultural Center.

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**ACTION ITEMS**

**GARDNER** - Mindy to research notification-type alarm systems

**GARDNER, BOLEVIC, FARLEY, BENSON** - brainstorm questions and send out email for Building Committee meeting

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- Tobi to set up Zoom meeting wed. the 7th