

## 79 East Main Street, Stony Point, NY 10980 Regular Meeting of the Board of Trustees Wednesday, October 17, 2025 AGENDA

- I. Call to Order
- II. Adoption of Minutes ~ September 2025
- III. Public Comments
- IV. Finance
  - a. Narrative Report: September 2025\*
  - b. Approval of Disbursements: September 2025\*
  - c. Financial Reports: September 2025\*
- V. Reports
  - a. Director's Report: September 2025
  - b. Board Committees
    - i. Marketing & Fundraising
    - ii. Facilities & Capital Projects
    - iii. Finance & Budget
    - iv. Long Range Plan Committee
    - v. Technology

### VI. Old Business

- a. Finalizing plans for !!7 West Main Street location
- b. Discuss timeline for job search

### VII. New Business

- a. Presentation by Tom Ossa of RockWeb
- **b.** Baker & Taylor, change in book supplier
- c. Fundraising Raffle possibilities
- d. Status of Children's Room remediation & rebuild
- VIII. Executive Session\* (if necessary)
- IX. Announcements
- X. Adjournment

Next scheduled Board Meeting
November 19, 2025, 5:30pm
Stony Point Ambulance Corps Meeting Room



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- VI. Old Business
  - a. Finalizing plans for !!7 West Main Street location
  - b. Discuss timeline for job search
- VII. New Business
  - a. Review/approve 2026 RCLS Budget proposal
- VIII. Executive Session\* (if necessary)
- IX. Announcements
- X. Adjournment

Next scheduled Board Meeting October 15, 2025, 5:30pm Kennedy Room



## Monthly Board Meeting Minutes Board of Trustees Rose Memorial Library Association September 17, 2025

September 17, 2025, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

Present: Amanda Pagan-Glass, Board President; Christina Haigh, Secretary; Richard Eggers, Treasurer; Jackie Hanley, Trustee; Interim Director, Carole Gomez; Excused absence (illness), Gina Guadagnino, Vice President. Guests: Katherine Coulter, Adult Collections Librarian; Beth Pivovar.

 Meeting called to order at 5:43pm by Amanda Pagan-Glass, Board President.

### II. Approval of Minutes\*

August 2025, Monthly Meeting Minutes were reviewed. \*A motion made by Amanda Pagan-Glass, second by Jackie Hanley, with unanimous agreement by Trustees to accept the August minutes.

III. Public Comments ~ Beth Pivovar introduced herself to the Board. She is a retired English teacher who loves the library and now has time to either join the Board and/or volunteer. She is so very excited about the new building and expressed interest in assisting in some way.

### IV. Financial Reports\*

August 2025 Financial Narrative reviewed by Carole Gomez, RML Interim Director. As discussed at the May meeting, RML transferred \$60,000 in September from the short-term investment account to the Operations account for regular monthly expenses.

RML is awaiting the annual NRCSD tax money in the amount of \$200,000 which is expected within the first two weeks of October.

The August Cash Disbursements and Financial Reports were discussed. \*Dick Eggers made a motion, second by Amanda Pagan-Glass, unanimous by Trustees, to accept the Financial Narrative and Reports for the month of August.

### V. Reports ~

- a. Director's Report: Carole Gomez, Interim Director.
  - Katherine (Katie) Coulter, new Adult Collections
    Librarian was introduced to the Board. She gave a
    quick biography of her love of and experience in
    the library world. She answered questions from the
    Board detailing what she has accomplished since
    starting with RML: developing the Library of
    Things, updating some of the linking/labeling and
    familiarizing herself with our protocols and
    processes.
  - In addition to our strong presence in the community throughout the summer as detailed in the Director's Report and along with the very successful, well-attended Children's, Teen's and Adult programs, RML had a display at the RCLS Annual Meeting & Legislative Breakfast.
  - Plans are in the works for the Stony Point P.A.L.
     Fall Fest, October 4<sup>th</sup>; Thanksgiving Food Drive in November and Light Up Stony Point on December 5<sup>th</sup>.
  - RML had a record number of in-person visitors to the library in August as well as a high circulation rate.
  - RML has received donations in the amount of \$7,392 year to date.

### b. Board Reports

- i. Marketing & Fundraising: Plans are in the works for the following:
  - 1. October: Stony Point P.A.L Annual Fall Festival.
  - 2. L.A.R.C. in the Park, a 5K at Rockland Lake.
  - 3. Girl Scout Coat Drive
  - 4. November: NRCSD Food Drive
  - 5. December: Light Up Stony Point holiday parade.

- ii. Facilities & Capital Projects: The front steps were cracking. Danny from Danny Landscaping & Construction came and repaired them first week of September for an extremely reasonable fee.
- iii. Finance & Budgets: Donations total \$7,392.

  Donors are honored on the newly created Thank
  You page on the website. NRCSD funds are
  expected early October.
- iv. Long Range Planning: Discussions to finalize arrangements to move to 117 West Main Street are taking place while RML waits for the funds won in Proposition 2 during the 2024 General Election.
- v. Technology: Nothing new at this time.

### VI. Old Business:

- a. Select members of the Board along with the Interim
  Director presented the latest plan to the Town of Stony
  Point Town Board at the last Town Board Meeting on
  Tuesday, September 9<sup>th</sup>. Feedback received was shared and
  will be taken into consideration by the RML Board of
  Trustees.
- b. Finalizing plans for 117 West Main St. agreement.

  Discussion about selling 79 East Main Street will take place after the move in completed.
- c. Amanda will contact Grace with regard to the current Library Director position available and request a template for the Search Committee to use. It will be edited for the job offer to better accommodate the future needs of RML. Christina offered to create a vision board to better identify RML's requirements.
- VII. New Business: The Board discussed "The 5 Most Interesting Things About the 2026 RCLS Budget". Amanda Pagan-Glass made a motion, second Dick Eggers, to approve the 2026 RCLS Budget. Amanda signed the approval which will be mailed to RCLS Executive Director, Grace Riario.

### VIII. Executive Session:

- a. \*Dick Eggers made a motion, second by Amanda Pagan-Glass, to go into Executive Session at 6:28pm, agreed to by the Trustees.
- b. \*Amanda Pagan-Glass made a motion, second by Christina Haigh, to go out of Executive Session at 6:50pm, agreed to by the Trustees in unanimous agreement.
- IX. Announcements: The next regular monthly meeting is scheduled for Wednesday, October 15, 5:30pm, Kennedy Room.
- X. Adjournment. A \*motion was made by Dick Eggers, second by Jackie Hanley, to adjourn the meeting. The meeting closed at 7:00pm with consent of all Trustees.

The next scheduled monthly Board of Trustees meeting Wednesday, October 15, 2025, 5:30pm, TBD.

\*Motion required

Carole Gomez, RML Interim

Director



### SEPTEMBER 2025 BOARD MEETING FINANCIAL NARRATIVE

The financial reports for this month, posted on <u>www.rosememoriallibrary.org</u>, reflect income and expenses as of September 2025. As of that date, RML had on deposit in TD Bank:

•	<b>Business Checking Account</b>	\$	24,802.69
•	Payroll Account	\$	2,798.91
•	<b>Business Savings Account:</b>	\$	18,017.37
•	<b>UBS Financial Services as of Septe</b>	mber	30, 2025.
	<ul> <li>Value as of 08/31/2025</li> </ul>	\$	407,813.17
	<ul> <li>Value as of 09/30/2025</li> </ul>	\$	349,055.73
	<ul> <li>Investment Income/Loss</li> </ul>	\$	1,242.56

There were two payrolls in the month of September totaling \$31,933.96

The largest expenditures (over \$500) include:

James Rachlin, Consultant	\$840.00
Vizcarra Multiservices, September 2025,	\$1,000.00
Campbell Fire & Protection	\$304.00
Frontline (monthly fee)	\$1,470.00
Key Bank (Amazon & CC):Adult Supplies, Adult Books, DVDs,	
Teen/Children's Programs, Children's Supplies, Children's	
Books, Library Supplies, Office Supplies, Custodial Supplies,	
USPS, Social Media, High Profile Event, Museum Pass, Printing	
Services	\$3,134.94

### PROGRAMMING:

Jody Atkinson (yoga, September)	\$50.00
Tina Abreu (Zumbini for Tots, 09/10, 09/17, 09/24)	\$390.00



### October 15, 2025 Board Report

### **Carole Gomez, Interim Director**

- Katie Coulter, Adult Collections Librarian, and Dawn McFarland, Communications Specialist, joined the RML team. September was their orientation month, adapting to our policies, protocols and procedures.
- The RCLS Annual Meeting & Legislative Breakfast was held on September 12<sup>th</sup>. Susan and I attended, taking a display table to show all of the activities RML has offered during the year. We made excellent contacts.
- RCLS offered an informative training on Open Meeting Law. The five-year Plan of Service meetings were scheduled throughout the month for the different positions.
- On September 25<sup>th</sup>, the water main at the intersection of Main Street and Route 9W burst filling the Children's Room, public restrooms and storage closets with eight inches of sewer water. The damage includes nearly 500 books, toys, supplies for all of the fall activities and the entire contents of the Play Time area.
- The fire and police departments responded immediately pumping out the water. O & R shut off the power to the building for safety. The following morning Hush Electrical arrived on scene clearing RML for power, Servpro responded and worked to clean, deodorize and sanitize the entire area. In addition, they disposed of all the damaged item after staff had an opportunity to inventory everything. A POD was ordered to hold all of the undamaged books and supplies.
- Detailed inventory lists have been compiled and will be submitted to the insurance company. RML is awaiting Utica to authorize the rebuild project.
- The senior staff met October 1<sup>st</sup> for a brainstorming session. An eBlast was released with all of the Children's programs relocated. A few days later, an eBlast went out detailing all of the Adult and Community programs in their new locations. The Stony Point Ambulance Corps and the Stony Point Recreation Department graciously reached out to assist with available locations.
- On October 4<sup>th</sup>, RML had a table at the Stony Point P.A.L. Fall Fest handing out amended flyers listing services available. Legal counsel has advised that there should be no browsing in the building. RML is still available as a drop off location for the Coat Drive and Food Drive.
- Amended services began on Monday, October 6<sup>th</sup>, offering pick-ups, dropoffs, copying, faxing, printing, Notary, Coat Drive and Food Drive until construction is complete.

### Office Manager

- To date, RML has received \$7,392.00 from 130 donors. RML has received a few donations with condolence cards related to the flood.
- Rose Memorial Library has 3,087 registered patrons ending September 30th as a result of the RCLS global purge of patrons who have not utilized services since 2020.
- Twenty-two (22) new cards were issued in September.
- In September, there were 1,393 in-person visitors up to September 25<sup>th</sup>; 839 visitors to the website totaling 1,606 visits resulting in 2,540 page views.
- September Circulation Statistics show a total circulation of 1,799 items up to the flood.
- Books By Mail Outreach program was utilized by eight patrons.
- Monthly use of RML computer services totaled forty (40).
- There were six (6) requests for Notary services.
- Rose Memorial Library continues to offer Proctoring services to several school/training programs: Stanford University, Quinnipiac University, Tulane University, Real Estate University and Pro-Career Center

### Katherine Coulter, Adult Collections & Communications Librarian

- I focused my initial efforts in developing the collection by seeing what was in demand by patrons and filling in those gaps in our collection.
- I've also started to take a look at our nonfiction section to see what is out of date information-wise, and seeing if there are any current materials available.
- Additionally, the library of things has been bolstered, and will continue to be supplemented in the future.
- I also updated the way new adult books are labeled so that they are easier to take off when it is time to put them on the regular shelves, the only sticker being used now is the red new sticker.
- During the damage assessment of the flood, I inventoried all damaged books in Excel by shelving location, which should make it easier to see what needs to be replaced.
- Also, since Baker & Taylor will officially be shutting its doors, I researched
  other book vendor companies, and Ingram looks to be the most
  accommodating choice to our needs. In the gap between halting book orders
  from Baker & Taylor and getting enrolled with Ingram, new books will be
  supplied through Amazon to ensure that there is no gap in new content being
  offered to patrons.

### Susan Babcock, Children's Services & Circulation Supervisor

**Youth Services**- September had a strong return to youth programs after a brief hiatus due to vacation.

 We resumed our regular schedule with great enthusiasm and are pleased with a strong turnout across all the programs.

- Our Preschool/Toddler crowd were super happy to return to our weekly Zumbini classes with Ms Tina.
- Messy MeetUp and Storytime at the park have been drawing in a nice crowd as well. Pokemon Meet & Swap made a return to smaller turnout but not unusual for the first month of school, as families are just getting into a schedule groove.
- All Summer Reading Program statistics were compiled and submitted to the state as part of the annual reporting process. We are proud of the turnout this summer and appreciate our community families for making it such a success!

### Circulation

- All staff in circulation have been so flexible and patient as KOHA has been challenging at times with slow-downs and glitches making it often difficult for a smooth check out process. Alex Carver at RCLS is working closely with Bywater Solutions to tackle all of these glitches. He is great at communicating progress with all RCLS staff.
- They also welcomed our new adult librarian Katie and have been helpful with getting her up to speed on our policies etc.

### Joy Buckhout, Adult Programming & Outreach Coordinator

- In September we had a good turnout for programs with 223 patrons attending 26 in-person programs.
- Due to the FLOOD, and subsequent Library Closure, Adult Programs have been indefinitely RELOCATED almost exclusively to the STONY POINT AMBULANCE CORPS!! A Huge Thank you! AND, The Round Table Brewery will be hosting our Monthly Book Clubs and Paint & Sips.
- We will be handing out air dry clay starting October 15<sup>th</sup> for a new all ages Take & Make community art project – The Winter Sculpture Garden! Hopefully it will be on display in December & January.
- Our Genre Book Clubs [MYSTERY: Mystery/Thriller/True Crime; SCI FI: Science Fiction/Fantasy/Dystopian; NON-FICTION: Non-Fiction/Biography/Memoir] have been expanded by one more category: FICTION [Fiction/Classics/Historical Fiction]. We rotate genres and meet once a month on a Wednesday evening at 6pm, out at a local restaurant. Interested patrons should request to be put on the email list for updates on titles and dates for events. You can also learn more on our website at: <a href="https://www.rosememoriallibrary.org/book-discussion-groups/">https://www.rosememoriallibrary.org/book-discussion-groups/</a>
- We are continuing to offer a monthly movie up at Patriot Hills on a Friday afternoon, focusing on documentaries.
- Mahjong, Chair Yoga & Gentle Yoga will continue through the end of the year up at Patriot Hills.
- Foraging Walks and Plein Air Painting & Drawing are wrapping up in October for the Season. We will restart those again in April.

### **Dawn McFarland, Communications Specialist**

- I successfully consolidated 53-57 subscription lists to one master list for email blasts on Campaign Monitor
- Worked with Susan to get the Youth Programming email out on time.
- Worked with Joy to get the Adult Programming email out. We only missed the first few days of the month.
- Working with Katie the new books for October email went out on time.
- Successfully got onto Facebook and took over the responsibility of posting.
- I have set up an appointment with the web designer to go over questions with regard to the website so that I can begin working on updating that.
- Considering the very challenging month we had, I was able to get this successfully completed. This was only possible because of the RML teamwork. I am very impressed with the team at RML and the relationship that I am building with Carole, Susan, Joy, and Katie.
- For November, I want to focus on updating the website, and dividing up the emails for Youth and Adult programming. I believe keeping things relative to prospective audiences will keep community members more engaged.

## RML LIBRARY STATISTICS

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(nurged by RCLS)		n/a	3,552	n/a	3,402	n/a	3,383	n/a	3,490	n/a	3,008	n/a 4	.066	n/a		n/a	+	n/a	3,210	n/a		n/a		n/a
New Cards	28	28	29	52	14	42	31	09	42	84	56	98	28	112	33	119	24	136	23	142	26	162	37	179
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Library Visitors	1,496	1,496	1,610	1,610	1,657	3,153	1,497	3,107	2,006	5,159	1740	4,847	1,701	098'9	1,794	6,641	1,630	8,480	1,595	8,236	1,608	10,088	1,493	9,789
Public Computer Sessions	33	33	30	30	48	81	33	63	45	126	46	109	95	182	41	150	36	218	29	179	43	261	32	211
Notary Services	6	6	8	8	4	13	4	12	8	21	9	18	9	27	9	24	6	36	2	59	11	47	4	33
Books By Mail Outreach	4	4	4	4	4	8	3	7	3	11	80	15	0	11	8	23	8	19	9	29	3	22	4	33
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CHILDREN'S																								
Number of Programs	4	4	4	4	6	13	11	15	10	23	10	25	7	30	80	33	*5	35	<b>80</b>	41	2	40	2	46
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Library Visitors	1,878	11,966	1786	11,575	1,812	13,778	1,651	13,226	1,393*	15,171	1651	14,877			1,821	16,665	+		1,505	18,170			1,680	19,850
Public Computer Sessions	96	290	44	255	41	331	43	298	31*	362	40	338			38	376			29	405			39	444
Notary Services	13	9	2	38	12	72	14	52	*9	78	9	28			9	64	-		9	70			4	74
Books By Mail Outreach	0	22	2	38	4	26	10	48	7	33	80	95			13	69			4	73			4	77
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Number of Programs	9	6	5	8	4	13	2	10	0	13	0	10			0	10			1	11			0	11
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# RML CIRCULATION STATISTICS

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Adult Collection																				
Fiction Books		335 2	286 27	273 296	5 293	290	296	343	359		67 275	(11)	330	332		283	362	2	292	253
New Fiction	91		86		- 44		24	87		128	34 140		174	74		75	06	-	104	99
Express Books		186		141 25	5 138		164	38	149		45 21		22	129		115	120		02	9
Large Print Books						137	144	163					134	185		176	193		146	125
Non Fiction Books				1	17	156	150	143				16	152	164	149	173	140		141	157
Graphic Books						3	2	0					12	80		5	5		2	2
Total Adult Books	740 5		682 77	725 737	757	694	780	774	826			~	824	892		827	910	7	725	663
CD/Audio				11 20	0 19	12	37	34					22	21	21	25	10		15	17
DVD		137	171 14	140 244	4 230	198	202	146	166	155 1	125 148	3 126	122	107		111	86	-	151	200
Miscellaneous (equip. plus)	2		0	0 0	0 0	5	0	1					2	0	3	1	0		1	0
Periodicals	39	49	46	37 69	9 12	30	16				47 38	32	64	27	48	29	23		58	23
TOTAL Adult Circulation	992 1131		926 913	3 1070	1018	939	1035	979 1	1074 9	915 94	942 989	1054	1034	1047	827 9	993	1041	9.	950	903
luvenile Collection																				
Fiction Books (+New)			9 509	94 765		765	662	267					887	755		752	643		24	534
Non-Fiction Books (+New)						137	129	136				144	163	168		155	110		65	79
Graphic Books (+New)		38		68 170	103	159	86	166	134				222	146		150	173		142	101
VOX Books	26					13	30	13		15	5 43	3 18	97	23	7	30	23		16	15
Total Juvenile Books		523 8	8. 978	815 1132	1049	1074	919	882	932		767 1349	1133	1298	1092		1087	949	7	747	729
CD/Audio	0	1		0 0	0 0	0	0	0	0			11.	0	0	0	2	2		0	1
DVD	20	32		32 16	5 19	23	19	14	9			36	70	51	52	34	14		53	19
Miscellaneous (kits plus)	0	0	m		4	4	3	8	2	1	3 0		1	9	0	0	4		2	0
Periodicals	0	0		0	1	4	0					1	2	4		0	3		3	0
TOTAL Juvenile Circulation	726 5.	256 93	939 852	2 1154	1073	1105	941	668	954 6	629 80	808 1401	1172	1371	1153	901 11	1123	972	7.	781	749
YA Collection																				
Fiction Books	40	40	25	59 44	31	34	45	44	54	33			39	38	46	28	43		39	25
Non-Fiction Books	9	10		Witness California		3	5	9	2	1	6 2	12	1	5	4	5	3		0	5
New Books	0	0		0 0	0	9	0	3	0	0			1	0	1	3	3		1	1
Graphic Books				12 38		23	4	34	3				42	13		11	14		4	2
TOTAL YA Books		89	38	30 85	49	99	54	87	59			73	83	99		47	63		44	33
CD/Audio	0	0	0		0	0	1	0	0	0			0	0		0	0		0	0
DVD	0	0	0	0		0	0	0	0	0	0		0	0	2	0	0		0	0
Miscellaneous			1		SALE OF SALE	0	0	0	0	A.S. STORES		00000000	0	0	2.000000	0	0		0	0
TOTAL YA Circulation	51	89	38 8	80 85	49	99	55	81	59	69	51 62	/3	83	96	0/	47	63		44	33
Games - Adult	0	13		17 1	1 20	19	2	3	21			3 26	2	10	1	2	9			1
Games - Young Adult	4		12			11	0	16	0	6	0 21		13	0	0	0	0		7	2
Games - Children	0	0	0	0 0	0 0	0	0	1	0				1	12	0	7	3			
TOTAL Games Circulation	4	13	16 1	17 19	9 20	30	2	20	21		20 26	26	16	22	1	6	6		7	3
GRAND TOTAL	1773 17	1768 19.	1919 1862	2 2328	2160	2140	2033	1985 2	2108 16	1623 1821	1 2478	2325	2504	2278	1799 21	2172	2085	1782	23	1,688
All Books	1497 14	1497 15	1596 1620	20 1954	1855	1834	1753	1743	1817	1388 1569	69 <b>2198</b>	2083	2205	2040	1542 19	1961	1922	15	1516	1425
All AV		188	253 18	183 280	268	233	259	194	205		176 216	181	214	179	205	172	124	1	195	237
Periodicals	39					34	16	24			53 38	vy	99	31	48	29	56		61	23
Games					9 20	30	2	20		10	20 26		16	22	1	6	6		7	3
Miscellaneous	200		200			6	3						8			1	4		3	0
TOTAL CIRCULATION	1773 177	1768 19.	1919 1862	2 2328	2160	2140	2033	1985 2	2108 16	1623 1821	11 2478	2325	2504	2278	1799 21	2172	2085	1782	12	1688