

# Pine Plains Free Library

Board of Trustees

Minutes December 21, 2021

(via Zoom)

## Attendees

### **Library Board of Trustees :**

**President**-Beth McLiverty, **Secretary**-Kenda Ward

**Trustees:** Darrin Culver, Keary Hanan

### **Non Voting Attendees:**

**Library Director:** Alexis Tackett

**Treasurer and Financial Officer:** Ted Mallozzi

**Friends of the Library:** Jean Osofsky

**Absent:** Vice President-Patty Hall, Patrick MacMurray

**Call to Order and Welcome:** Meeting called to order at 7:07 by Beth.

**Approval of Minutes:** for November 16, 2021. 3 amendments are needed- cost of movie license for \$445 to be added, the donation to the Evergreen Cemetery for the Cemetery Tours is \$100, and Beth stated all movies- not just one- will be free of charge.

\* Motion made by Keary to accept the November minutes with the above 3 amendments, Darrin seconded, all in favor, motion carried.

## **Payment of Bills**

\*Motion made by Darrin to approve payment of CAP#211221F in the amount of \$11,864.57 for payment of December bills. Seconded by Keary, approved by all.

## **Reports**

### **President:**

Beth spoke with and sent information to 4 people re: becoming a member of the BoT. No responses so far. Possibly due to the holiday season. Will reach out on the FB page in the new year.

\*Beth suggested we reach out to the new Town Supervisor and invite to a meeting in February or March. Definitely will be invited for a tour of the Library.

### **Finance:**

\*Ted questioned when deposits were made for the Cemetery Tour and Alexis explained there were 2. The end of October and the beginning of November. Checks were deposited on Friday and not posted by the bank until the following Monday which was in November.

\*\$100 donation check will be sent to the Evergreen cemetery asap. Already approved.

\*Motion to approve November's reports was made by Darrin, Keary seconded. All approved, motion passed.

### **Directors Report:**

- \*Alexis discussed her report which is attached and was distributed prior to the meeting.
- \*There is an antifreeze leak in the basement that the Town is taking care of.
- \*The wrestling team coach stated he has found a new home for the team in the school. Uses for the space- once cleared- was discussed.
- \*Craft kits from The Friends are very popular and moving quickly.

### **Friends:**

- \*Jean reports the kits are, indeed, very popular.
- \*Friends donated the 5 National Book Award books to the Library.

### **Open Business:**

\*Alexis discussed the Learn, Play, Create Grant and we reviewed her plan, which was distributed prior to the meeting, of where the money would be spent. Everyone agreed it looked well thought out and she will submit the plans tomorrow.

### **New Business:**

Alexis had distributed several documents for review and approval before the meeting. These included:

- 1-2020 Report To The Community- Darrin made a motion to accept, Keary seconded, all approved, motion passed.
- 2-Patron Code Of Conduct. Alexis added a notation about mask wearing which had not been an issue when the Code was updated before. Darrin questioned several items- one regarding unattended children must be over 10 years old. Alexis stated that age was based on what other libraries' policies state. Darrin questioned the wording for proper attire in the Library- Alexis will change the wording to Shirt and Shoes must be worn- proper and discreet attire. Darrin also questioned the paragraph regarding proper hygiene- the wording will be changed. And- the portion regarding no weapons. Changes will be made and we will review them next month.
- 3-Filming and Photography Policy-this was encouraged by Rebekkah. Motion was made by Keary to accept the policy as written, Darrin seconded, all approved, motion passed.
- 4-Unattended Children Policy- Darrin felt it was too long and 10 is too young to be unattended in the Library. Keary stated her library on Long Island has a 2 paragraph statement regarding unattended children that she will forward to us. It was also stated that parents should be able to have a say in deciding if their child is responsible enough to be unattended. Kenda stated that if a child is asked to

leave the Library for unruly behavior the parent or guardian must be called and notified. Further discussion shelved until next month.

5-Direct Access Policy- MHLS Plan of Service. Motion was made by Darrin to accept, Beth seconded, all agreed, motion to accept passed.

\*Election of Officers for BoT of the PPFL for 2022-

Beth made the motion for Kenda to remain as Secretary, Darrin seconded, all agreed. Motion passed.

Beth made the motion for Patty to remain as Vice President, Kenda seconded, all agreed, motion passed.

Darrin made the motion for Beth to remain as President, Keary seconded, all agreed, motion passed.

Beth made the motion for Ted to remain as Financial Officer, Darrin seconded, all agreed, motion passed.

Ted stated that he needs to fill out the 1099 including the number of hours each Board member spends on Board business per year. He will send an email with the request ASAP. As well he will send the \$100 check to the Evergreen Cemetery.

**Adjournment:**

Meeting adjourned by Beth at 8:33pm. All approved.

Kenda Ward

Secretary BoT PPFL

12/22/2021

