

# **Pine Plains Free Library**

Board of Trustees

**Minutes April 20, 2021**

## **Attendees-**

**Library Board of Trustees :**

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

**Trustees:** Darrin Culver, Patty Hall, Keary Hanan, Patrick McMurray

## **Non Voting Attendees:**

**Library Director:** Alexis Tackett

**Treasurer and Financial Officer:** Ted Mallozzi

**Friends of the Library:** Jean Osofsky

**Absent:** Trustee Amy Rothstein

**Call to Order and Welcome-** Meeting called to order at 7:05pm by Beth McLiverty on Zoom

## **Approval of Minutes for February 16, 2021 and February 29, 2021**

\*Motion made by Darrin to accept the proposed minutes for February 16, 2021, Keary seconded, all in favor, motion carried.

\*Patty made the motion to accept the proposed minutes for the special meeting on February 29, 2021, Patrick and Darrin seconded, all in favor, motion carried.

## **Payment of Bills**

\*Motion made by Kenda to accept CAP#210420F in the amount of \$10,530.30, Patty seconded, all approved, motion carried.

## **Reports**

### **President:**

\*Alexis has been hired! Beth and Alexis will confer over the needs of the Library, Director, and Board of Trustees in the near future.

\*New signage is needed out front. The cost may be between \$2-4K, lighting for the sign will be looked into.

## **Finance**

\*Ted revised the January and February Expense Reports to correct the error in the budget payroll section. The budget numbers in the independent contractors section and library hourly wages section were reversed in the previous Expense Reports. Darrin made the motion to accept the revised reports, Beth seconded, all concurred, motion carried.

\*Motion made by Darrin to accept the March financial reports as well as the 1st quarter report. Patty seconded, all agreed, motion carried.

\*Beth made the motion to obtain a credit card for Alexis Tackett for Library use with a credit limit of \$1000. Darrin and Keary seconded, all agreed, motion passed.

- \*Veronica's name will be removed from the present credit card- motion by Beth, seconded by Kenda, all approved. Beth will ask Veronica to return the card she has.
- \*Beth will gather the Library policies, upload and publish.

### **Directors Report**

- \*Report submitted by Alexis and attached.
- \*Volunteers have returned and there is now full-time staff. Schedules are being worked on.
- \*Alexis proposed the need for a Youth Program Coordinator. The job description, including hours and salary needs to be sent to Dutchess HR first and the position posted after BoT approval. Alexis will get the information together.

### **Friends**

- \*Jean- all of the books collected for the Book Sale on Memorial Day weekend have been processed. P.R. is needed! Covid rules will be adhered to.
- \*Herbs for the public are in their containers.
- \*Friends presented gift certificates for Moose On The Loose for National Library Day to the Library staff.
- \*Patrick stated he will look into donation of coffee and donuts from a local establishment as P.R. for the Book Sale.

### **Open Business**

- \*Strategic Plan- it was decided that a committee, rather than one person, is needed for this comprehensive project. Beth will meet with Darrin to discuss what is needed.
- \*Beth is looking into an expandable table to seat 8-12 people.
- \*Alexis is looking into applying for a construction grant.
- \*Beth made the motion for Darrin to organize a Strategic Plan meeting, Darrin seconded, all in favor.
- \*Patrick's review of the By Laws is on hold until May.
- \*Disaster Recovery- Kenda reported she attended an online meeting re: Disaster recovery on 4/12/21 presented by Southeastern NY Library Resources Council. As well she will do more research into what is needed and review this with Beth and Alexis
- \*Public Survey tabled until the Strategic Plan is completed.

### **New Business:**

Darrin presented an update on the internet situation. The Library currently has 50 of the 100 megabytes the ALA states are needed for adequate usage. He met with Rich Harlan whose suggestion was to remove the current multiple lines and start anew with only the necessary ones. Rich also recommended separate staff

and patron networks which are currently one shared network. Estimate is about \$3K. The Town stated they would cover the monthly bill if we get the upgrade. All were in agreement that both the Library and the community would benefit by this upgrade. Darrin will get a few estimates.

**Adjournment:**

Meeting adjourned by Beth at 8:59pm. All approved.

Kenda Ward  
Secretary BoT  
4/27/2021

