

Pine Plains Free Library

Board of Trustees

Minutes April 19, 2022

(via Zoom indicated all others in Person)

Attendees

Library Board of Trustees :

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

Trustees: Darrin Culver (Z), Ethan DiMaria, Keary Hanan (Z), Patrick MacMurray (Z),

Non Voting Attendees:

Library Director: Alexis Tackett

Treasurer and Financial Officer: Ted Mallozzi (Z)

Town Liaison: Sarah Jones (Z)

Absent: Friends Jean Osofsky, VP Patty Hall

Call to Order and Welcome: Meeting called to order at 7:02 by Beth.

Approval of Minutes for March 15, 2022:

* Motion made by Darrin to accept the March minutes, Beth seconded, all in favor, motion carried.

Payment of Bills:

*Beth stated bills must be approved by the BoT before payment- may not be pre approved by the Board President.

*Motion made by Beth to approve payment of CAP#220419F in the amount of \$20,719.69 for payment of April bills. Seconded by Keary, approved by all.

Reports

President:

*Met with Architect Paul Mays. Moving forward Beth asked for volunteers to form a team to meet with the architect. She, Keary, Patrick, and Kenda will meet via Zoom with Paul to discuss future plans. Next meeting may be 5/4.

*Disaster recovery Plan:

Fire curtains are needed to protect historical documents.

Staff protection plan needs to be devised in case of a disaster.

Recovery process needs to be planned.

Beth will look into this.

*Town Supervisor Brian Walsh requested 3 years of the Library financials which were sent over. No questions so far.

*The front doors were found unlocked as per an email sent by Amanda Wyant secretary for the Town. While the Library is secure access to other areas can be made unless the door is securely locked. It is costly to change the outer door and locks. Alexis will speak with Architect Paul Mays re: the cost to change when the work on the Library is done.

Beth will look into cameras focused on the doors.

Finance:

*There was an accidental double order for books from Baker and Taylor that Alexis is straightening out and credit should be given.

*Received the Town check for \$99,500.

Patrick inquired about the high cost of marketing. Alexis explained it is a one time cost for brochures and bookmarks. Also the Miscellaneous category is high due to a large order of checks which will last for several years. Alexis stated this is a business expense rather than miscellaneous.

*Patrick made a motion to approve the finance reports for March. Darrin seconded. All approved. Motion passed.

Directors Report:

*Attached.

*Circulation is up 11% from last year.

*The teen library intern is working out well. Paid for by the Red Hook Community Center.

*The new teen tables are in.

*AFLAK program needs all 3 employees to participate- since one of our 3 employees has declined the program is shelved for now.

*Plumbing is complete for the bathroom- tiling and painting are needed.

*Alexis is graduating in May and will be out for a few days.

*There is an increased need to buy eBooks as well as new best sellers. Mid Hudson is establishing the cost each Library is to pay to meet the demands of its patrons. Alexis will monitor and update.

Friends:

*Alexis read an email from Jean who is not present. The Art Show had 60 people viewing and 2 paintings were sold. Volunteers are needed for the Book Sale on Memorial Day weekend. Janet and her husband are moving but she will come back for the sale. Friends is covering the cost for the 3rd grade field trip to the Cary Institute.

Open Business:

*Learn, Play, Create- as above.

*The survey Alexis sent out shows the top three needs of patrons are more parking, more hours, and study spaces. Sarah stated that the 20 acres behind the Library belong to St Anthony's.

*Disaster Recovery- as above.

*Signage- tabled.

*Little Free Pantry by Willow Roots- doing well.

New Business:

Public Employer Health Emergency Plan- presented by Alexis. Alexis stated it is based on a template from the State. Patrick made some suggestions and approval was tabled pending a closer look at this document.

Adjournment:

Meeting adjourned by Beth at 8:21pm. Kenda seconded. All approved.

Kenda Ward

Secretary BoT PPFL