

# **Pine Plains Free Library**

Board of Trustees

**Minutes August 17, 2021**

(in person)

## **Attendees**

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

**President**-Beth McLiverty, **Vice President**-Patty Hall, **Secretary**-Kenda Ward

**Trustees:** Darrin Culver, Keary Hanan, Patrick MacMurray,

### **Non Voting Attendees:**

**Library Director:** Alexis Tackett

**Treasurer and Financial Officer:** Ted Mallozzi

**Friends of the Library:** Jean Osofsky

**Call to Order and Welcome:** Meeting called to order at 7:01pm by Beth McLiverty

### **Approval of Minutes for June 15, 2021 and proposed Budget 2022 meeting 7/22/2021:**

\* Motion made by Beth to accept the June 15th minutes, Darrin seconded, all in favor, motion carried.

\*Motion made by Beth to accept the minutes for the proposed 2022 budget, Keary seconded, all agreed, motion carried.

### **Payment of Bills**

\*Motion made by Beth to approve payment of CAP#210720F in the amount of \$16299.16. Seconded by Patty, approved by all. Beth previously approved payment of this CAP on July 20/2021.

\*Ted stated the payment for the copier is now on autopay. Ted questioned whether the credit card statement for the Bank of Millbrook can also be on autopay using the last statement balance. It was stated that the bill needs to be Board approved prior to payment. It will be checked to see if the payment can be aligned for after the monthly meetings and the payment date changed in accordance with the meeting if necessary.

\*Beth made a motion to transfer \$300 from the Urban Forestry account ( #58) to account #89 for payment of bills associated with gardening and plants. Kenda, Patrick, and Keary seconded. Motion carried.

\*Motion made by Patty to approve payment of CAP#210817F in the amount of \$10958.97. Seconded by Kenda, all in accord.

### **Reports**

#### **President:**

\*Beth will speak with Drew re: signage zoning requirements for the Town and permit filing for the sign, as well as conferring with Darrah.

\*Beth and Alexis will work on getting the policies together to be uploaded.

**Finance:**

\*Ted discussed bills received for re-hanging lights and phone repair as well as donations made. Beth made the motion to accept the finance reports for June and July, Darrin seconded, all in accord.

**Directors Report:**

\*Reports for June and July submitted by Alexis and attached.

\*Alexis has applied for 2 grants-

1-Learn, Play, Create- in the amount of \$50,000 to be used for Maker Space. Unused money will be returned to the Grantor.

2-Community Foundations of The Hudson Valley for \$3000 of the \$5000 offered to be used for programming.

\*7 Library computers need to be upgraded with installation of new SSD drives.

\*Beth made a motion to allow up to \$1000 for updating the computers and adding Ram to Alexis's computer. Keary seconded, all agreed. Keary also asked to keep Minecraft on one computer as the kids like it. Alexis agreed.

**Friends:**

Jean stated Friends are not holding meetings in the summer but are always busy collecting and sorting books to be sold. The lobby has some great books that are selling.

**Open Business**

\*We discussed that as of now the CDC has not mandated that masks be worn- specifically in the Library- and that we will continue to request that masks be worn. We will continue to provide masks and hand sanitizer at the door. Signage states the present policy.

\*Darrin has a final draft of the survey out. Can go live at any time. Alexis said can launch now before school begins and people get caught up in that. QR codes? Darrin will look into that. Patrick will ask the Pine Plains Platter to donate a gift card. It was suggested to put the survey up for the month of September starting 9/1/2021, ask Darrah to announce in her weekly newsletter, and ask Deb Phillips to put on the Town Calendar.

\*Patrick will present the updated by-laws at the next meeting. Copy emailed to the Board to read prior and provide feedback.

\*Disaster Recovery tabled although Alexis has made headway with updating WiFi and things have been moved in case of floods.

\*Budget 2022- Beth made the motion to accept the proposed Budget for 2022 developed by Ted and the Finance Committee. All seconded in agreement.

**New Business:**

Alexis is searching for an architect to potentially build out the back room. The plan she is looking for will be long-term and sustainable.

**Adjournment:**

Meeting adjourned by Beth at 8:30pm. All approved.

Kenda Ward  
Secretary BoT  
8/24/2021