

# **Pine Plains Free Library**

Board of Trustees

12/15/2020 7:01PM

proposed **Minutes December 15, 2020**

*Meeting called to order in the PP Library at 7:01pm by Beth McLiverty in person and GoToMeeting*

## **Attendees-**

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

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

**Trustees:** Darrin Culver, Patrick McMurrat (GTM), Amy Rothstein via GTM,

### **Non Voting Attendees:**

**Assistant Director:** Alexis Tackett

**Treasurer and Financial Officer:** Ted Mallozzi (GTM)

**Friends of the Library:** Jean Osofsky(GTM)

**Absent:** Veronica Stork-on leave

## **Approval of November 17, 2020 Minutes**

Motion made by Darrin to accept the proposed minutes, seconded by Amy. All approved, motion carried.

## **Payment of Bills**

\*Cap #201515F in the amounts of \$5533.54 for payroll and bills are due. Darrin questioned the NSF charge from the bank. It was explained money had not been transferred to the account in time for checks to clear and this was straightened out with the bank. Amy made the motion to approve payment of the payroll and bills, Beth seconded, all agreed, motion passed.

## **Reports**

### **President:**

\*A check will be cut for the Historical Society from the proceeds for the Cemetery Tour once Eventbrite finalizes the amount they collected.

\*Amy reviewed the State's Policy regarding Paid Time Off. For example- an employee will get PTO for testing if they have Covid symptoms-but they must get tested in a timely manner. It was stated that testing centers are located in Fishkill and Kingston.

## **Finance**

\*Ted reported that as of 11/30 we have had income from the Cemetery Tour- \$889.70, State Aid-\$995, and 2- \$100 donations from Lois Lenahan and Esther Williams. Motion to accept the Financial report for November was made by Patty, Kenda seconded, all in favor.

## **Directors Report**

\*Report submitted by Alexis and attached.

\*Beth suggested a library of virtual podcasts/events be started.

\*one library branch was closed due to covid- PPFL is closely monitoring.

\*it was questioned why the library is selling weeded books for 50 cents and donating the money to Friends. Alexis and Beth explained we get a lot from Friends and this helps with inventory management.

## **Friends**

\*Jean stated the Grab and Go Holiday themed kits are going well.

\*the membership drive will be at the end of January.

\*the Library has been decorated.

\*we have now missed 3 book sales due to Covid.

\*Beth asked Alexis about continuing the weekly emailed newsletter and the importance of talking about books and keeping patrons interested. There is also a Mom and Dads page on FB. Jean added that there is also, Friends FB page promoting the Library.

## **Old Business**

\*Kenda discussed forms that need to be on file and available as needed:

- \*a Conflict of Interest form needs to be signed by everyone involved in the Library after reading the attached explanation. Beth said this is updated every January.

- \*viewing the Sexual Harassment film and signing the attestation,

- \*whistleblower forms

- \*Trustee Ethics- both the explanation and signed pages.

## **New Business**

\*Nominations for positions on the board for 2021 were discussed. Everyone agreed to serve in their positions for 2021 and will be as follows:

Beth McLiverty as President- Amy nominated, Patty seconded, all agreed.

Patty Hall as Vice President- nominated by Beth, Amy seconded, all concurred.

Kenda Ward as Secretary-nominated by Beth, seconded by Amy, all in agreement.

Ted Mallozzi as Treasurer and Financial Officer- Darrin nominated, Beth seconded, all in agreement.

\*Reviews needed in 2021:

-Five Strategic Plan- tabled until January. Will possibly implement a customer survey.

-Bylaw review- Patrick volunteered to look into this.

-Disaster Recovery Plan- Patty inquired as to what we are doing now as far as backup if there is a problem. Alexis stated none of the computers are backed up. Patty and Kenda will work on a plan to keep Library information safe and retrievable.

## **Adjournment**

Meeting adjourned by Beth at 7:56pm. All approved.

Respectfully submitted,

Kenda Ward

Secretary

12/30/2020

