

Pine Plains Free Library

Board of Trustees

Minutes February 16, 2021

Meeting called to order via GoToMeeting at 7:09pm by Beth McLiverty

Attendees-

Library Board of Trustees :

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

Trustees: Darrin Culver

Non Voting Attendees:

Assistant Director: Alexis Tackett

Treasurer and Financial Officer: Ted Mallozzi

Friends of the Library: Jean Osofsky

Absent: Patty Hall, Patrick McMurray, Amy Rothstein,
Veronica Stork-on leave,

Approval of January 19, 2021 Minutes

Tabled until March 16, 2021 meeting due to lack of a quorum

Payment of Bills

Tabled until 3/16/2021 meeting

Reports

President:

- *Beth is working with Alexis on straightening out the basement.
- *New shelves have been purchased.
- *The wrestling club will be asked to condense their equipment to make room for Friends.
- *Jean and Friends would like to fundraise in the Spring and need room to collect, store, and sort.
- *There is a missing light and Beth will look into it.
- *5 year plan needs updating- survey of patrons? Ask what services are needed? Present hours okay? Beth requested input from the Board as to what else needs to be included in the survey. All agreed to contact her with ideas.
- *Kenda asked about the report by Alexis last month of possible black mold in the basement- Beth will look tomorrow.

Finance

*Tabled until next month when more Trustees are available.

Darrin asked if the copier was leased or owned by the Library. It was stated Veronica had issues with the previously owned copier and it seemed better to lease. This might be a 3 year lease- will review terms when up for renewal. Alexis felt the costs were pretty much recovered when printing goes over the contracted amount.

Directors Report

*Report submitted by Alexis and attached.

*Directors report is due in March- Veronica is helping with it. Kenda will speak with Judy Harpp (Town Clerk) who has info as to when Trustees were approved and sworn in- needed on the Directors report. Beth and Kenda will confer.

*STEM workshops were announced on the Library FB page today and there are sign ups already.

Friends

*Friends purchased a magnetic whiteboard for staff to monitor up to date information. Bob installed it yesterday.

*The proposed Book Sale date is for Memorial Day Weekend pending Town approval and Covid restrictions in May.

Old Business

*Strategic plan already discussed

New Business

*Alexis asked about a new fax machine but found that there is a dedicated fax line (398-6085)-that the library is paying for- somewhere in the library. Until that port is found the regular library line (398-1927) will be used. Alexis will speak with Consolidated to locate the port for the 6085 line and that will be the dedicated fax line. A discussion ensued about switching from Consolidated (\$100/month) to Voice Over Internet Protocol (VOIP) (\$40/month) but it was determined VOIP did not provide what we need. Alexis also stated that the 6085 line costs only about \$15/month and will suffice once found. Kenda asked if the Konica printer could also fax and scan and if so perhaps it could be hooked up to the fax phone line and an extra fax would not be needed.

*Ted asked for a contact list- Alexis and Kenda are working on one that will include the terms of the Trustees.

Adjournment

Meeting adjourned by Beth at 7:46pm. All approved.

Respectfully submitted,

Kenda Ward

Secretary

2/17/2021