

Pine Plains Free Library

Board of Trustees

Minutes June15, 2021

(via Zoom)

Attendees-

Library Board of Trustees :

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

Trustees: Darrin Culver, Patrick MacMurray, Amy Rothstein

Non Voting Attendees:

Library Director: Alexis Tackett

Treasurer and Financial Officer: Ted Mallozzi

Friends of the Library: Jean Osofsky

Absent: Trustee Keary Hanan

Call to Order and Welcome- Meeting called to order at 7:02pm by Beth McLiverty

Approval of Minutes for May18, 2021

*Motion made by Amy to accept the May minutes, Patty seconded, all in favor, motion carried.

Payment of Bills

*Welsh is the new waste removal company. The cost of the locked dumpster is \$134.55/month with weekly pickup.

*Motion made by Beth and seconded by Darrin to accept CAP#210615F. All approved, motion carried.

Reports

President:

*Beth will speak with Drew re: the type of signage required by the Town. Cost may be around \$3-4K.

*Discussion of the Pulver Grant (Learn, Play, Create Grant) and the need to apply, make a wish list, and find out if invoices for past expenses are accepted. If not accepted we will wait to make purchases if possible. Darrin has agreed to a 10' conference table.

*Beth is working on getting the policies together to be uploaded.

Finance

*Ted stated the Library received a Grant from Goldman Sachs Gives for \$7000. The person submitting for the Library wishes to remain anonymous.

*Darrin asked when the last audit was. Beth said Rebekkah has stated that for a library this size an audit is optional and not necessary.

*Patty stated the 990 is public for anyone to see. Ted stated it should be done soon.

*Motion to accept the Financial Reports for May was made by Patty and seconded by Kenda , all approved, motion carried.

Directors Report

*Report submitted by Alexis and attached.

*Kanopy was bought out by Overdrive and is a paid subscription. Will stay with HOOPLA as it is free when the Kanopy subscription expires.

*The programming budget is already spent this year due to back billing from Covid 2019.

*An official offer has been made to the Youth Services Coordinator Alexis has chosen. They will work 20-25 hours/week. The second clerk position will be dropped by attrition and the Head Clerks hours will go back to 22-20 hours/week.

*Parking has become an issue. Beth will speak with Darrah about adding 2 staff parking spots. Possible expansion of gravel on the grassy area- will speak with Drew.

*The Internet is up and running.

*Grant wish list- kids computers, tech station in particular. Further discussion at next meeting.

*Friends donated 3 new desk chairs for the staff as well as a Cricut cutting machine for making displays.

*The staff is renovating, reorganizing, and cleaning up prior years records. Records older than 10 years are being shredded.

*Policies are to be digitized and will be available online.

Friends

*The Book Sale was very successful! 230 people attended including dealers who bought a lot. There is a designated work day next Wednesday and books will be moved around and distributed.

*Friends bought new work chairs for the staff and the orange chairs were moved back to the computer stations. Alexis stated the computers were available starting today in accordance with the Governor's statement as 70% of the state has been vaccinated.

*Cricut and a toddler book browsing bin for board books was purchased as well as the 3 chairs- along with hooks for the coat rack, adult reading program prizes, and \$400 for the summer reading program.

Open Business

*Darrin has a few more things to work on on the Survey-all agree it looks very good. Working on implementing/timing and getting gift cards donated. Patrick will ask a local business to donate. Will ask Darrah to include survey and info in her weekly newsletter. Perhaps a QR code in the library, paper surveys for those without a computer, seniors, etc.

*Patrick will present the updated by-laws at the next meeting.

*Disaster Recovery tabled.

*Alexis expanded on the WiFi update from her report. Rich Harlan worked on the WiFi for 9 hours last Saturday. There is WiFi in the parking lot. We are at 300

mbps. Staff WiFi is now password protected- as well the Town space upstairs. Alexis also stated that the new credit card is coming.

New Business:

*All agreed to July 27, 2021 at 4:30 for the open meeting for the 2022 budget. We need to approve the new budget in August to submit to the Town for approval in September.

*Pulver Grant- need to make a wish list. Patty will ask on Friday if invoices for recent purchases may be submitted. Until then the vote on purchasing the table and chairs is tabled.

*Alexis asked how the budget works, do we tell the Town what is needed? Who approves the requests?

*Ted stated USPS rates are going up. Beth agreed to buying Forever stamps prior to the price hike.

Ted asked when the copier contract is up- Alexis stated February 2022 and she will look into viable options. Ted also asked if the monthly fee for the copier could be directly debited and not paid by check. Beth made the motion to debit the monthly bill for the Konica copier. All agreed.

Adjournment:

Meeting adjourned by Beth at 8:32pm. All approved.

Kenda Ward
Secretary BoT
6/30/2021