

Pine Plains Free Library

Board of Trustees

3/16/2021 7pm

Minutes March 16, 2021

Meeting called to order at 7:08pm by Beth McLiverty on GoToMeeting

Attendees-

Library Board of Trustees :

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

Trustees: Darrin Culver, Patrick McMurray

Non Voting Attendees:

Assistant Director: Alexis Tackett

Treasurer and Financial Officer: Ted Mallozzi

Friends of the Library: Jean Osofsky

Attendee: Keary Hanan

Absent: Vice President- Patty Hall, Trustee Amy Rothstein

Veronica Stork-on leave

Call to Order and Welcome- Beth McLiverty. Beth introduced prospective Trustee Keary Hanan who spoke briefly about her qualifications for board membership.

Approval of Minutes for January 19 and February 16, 2021

Motion made by Darrin to accept the proposed minutes for January 19 (not previously approved due to lack of a quorum) and February 16, seconded by Beth. All approved, motion carried.

Payment of Bills

*Beth asked if we were paying for Zoom as well as GTM. After brief discussion it was decided to drop GTM and use Zoom as Alexis is already using it for Library programs. Alexis will check when auto renewal is and cancel GTM.

*Darrin questioned why the payment for Yoga classes was so high. Ted stated that the bill covered 22 classes and was submitted as one bill. Alexis said it was due to covid and weather and classes being intermittent.

*Motion was made by Darrin to approve *CAP #210216FF (previously not approved for lack of a quorum in February) and CAP#210316F for February and March payments of bills. Kenda seconded, all approved.

Reports

President:

*Veronica has decided to make her leave of absence permanent. Beth asked her to submit a letter of resignation. Once the letter has been received the position will be posted for 2 weeks on social media and possibly the Millerton News as well as Library related websites and in the Library proper. Alexis will assess which skills are needed and the post will reflect those needs. Alexis will also submit an application.

*Sophia is taking time off and volunteers are helping to fill in. Volunteers must have obtained their second Covid immunization in order to work. Kenda stated that anyone working in the Library must take the Sexual Harassment course- or the equivalent- and submit the completion certificate. Alexis said she will make sure this happens.

*Basement storage- Beth met with Coach and he will be moving weight equipment this evening.

*Beth spoke with Town Supervisor Darrah Cloud who was receptive to the upstairs rooms being utilised. If all goes well covid-wise we may be able to hold our meetings upstairs in April and, hopefully, definitely in May. The last quote for a buildout for the upstairs was around \$11K which is not possible at this time. Beth will look into getting a large table in the range of \$2500-\$3500 as the table up there is too small.

*Alexis and Beth are looking to expand Library hours- Bob will now clean Monday morning and the Library will open 2-6.

*WiFi Garden is out front. Beth will plant flowers in the planter out there.

*Darrin will look into the WiFi situation to see if improvements can be made.

Finance

*Ted reported that donations have been very good.

*Darrin questioned the \$29.11 from Amazon Smile in February's financial report and why it was listed under "miscellaneous" rather than "donation." Darrin stated it should be listed under corporate donations- all agreed and, moving forward, it will be listed as such.

*Patrick stated he will be sending in a donation.

*Darrin questioned why the # hourly wages was so high. It was stated that due to Veronica's being on leave the working hours had to be covered and accounted for. The number includes Alexis's hours.

*Darrin offered to help Ted clean up some of the lines on the finance reports.

*Darrin made a motion to accept the finance reports, Beth seconded, all agreed, motion carried.

Directors Report

- *Report submitted by Alexis and attached.
- *Alexis reported that all the numbers were up- FB, website, programs, etc. even though the Library had been closed several days due to the bad weather.
- *Yoga is ready to be started again.
- *Valentine kits are all gone- the kids loved them and look forward to the Spring kits.
- *There were 19 programs with 333 participants.
- *The Bard program was well accepted and will be back.
- *There are 2 new volunteers and 2 more ready to come on board.
- *Alexis is working with Alice Nuccio and Darrah Cloud on the Community Center Calendar for reserving the upstairs room. At this time 2 different online calendars are being used by the Town and Library and Alexis will work on combining the dates from both into one cohesive calendar.
- *A light fell from the ceiling over the front desk when the cheering squad was practicing upstairs. Ginocchio Electric fixed the light. Cheering practice will take place in a different area.

Directors Annual Report Review-

- *The Library was closed for 17 weeks during Covid leading to less than the required minimum hours for a library to be open- the same as other libraries.
- *Attendance numbers were still good.
- *There is now a door counter to keep better track of the # of patrons. There were around 13K last year.
- *Beth made a motion to accept the Annual Directors Report- Patrick seconded, all agreed, motion carried.

Friends

- *Jean congratulated Alexis on a job well done.
- *The lamp that was thought lost was found upstairs.
- *Spring craft kits are on the way.
- *Herbs will be in the containers outside.
- *Book sale- donating and collecting will commence during Library hours starting April 17 and into May in hopes of all going well re:covid restrictions being lifted and good weather.
- *Basement clean up is done.
- *Jean said Alice Nuccio stated Darrah has given permission for sorting to be done in an upstairs room. Beth and Jean will discuss where.

Old Business

- *Strategic Plan review tabled for April.
- *Patrick continues to review the By Laws.

*Beth will help Kenda review the Disaster Recovery Plan as Patty remains unavailable for the time being due to personal reasons.

*Fax line recovery- Alexis stated she cannot find the missing, but being paid for, fax line. Beth asked and Darrin agreed to help Alexis while checking on the WiFi.

*The “mold” in the basement was residue due to a sprinkler problem found while maintaining and doing the annual sprinkler inspection as requested by Alice Nuccio. Does not appear to be mold.

*The review of the Public Survey was tabled until April.

New Business

Keary left the meeting, Beth made the motion to accept Keary as a Trustee, Darrin seconded, all agreed, motion passed. Beth will send her application to the Town for approval at the meeting on 3/18.*

Adjournment

Meeting adjourned by Beth at 8:25pm. All approved.

Respectfully submitted,

Kenda Ward

Secretary

3/19/2021

