



# Pine Plains Free Library

## Board of Trustees Meeting Minutes

May 16, 2023 7PM

### Pine Plains Free Library & Zoom (Z)

President: Claire Gunning (X)

Financial Officer: Theodore Mallozzi (Z)

Vice President: Keary Hanan (X)

FRIENDs Rep: Jean Osofsky (A)

Secretary: Kenda Ward (Z)

Library Director: Alexis Tackett (X)

Trustee: Darrin Culver (X)

Town Board Liaison: Sarah Jones (A)

Trustee: Ethan DiMaria (X)

Special Guests: None

Trustee: Patrick MacMurray (A)

Community Members: 1

Trustee: VACANT

X = present in-person/ Z = present via Zoom/ A = absent

**Call to order:** Claire Gunning called this meeting to order at 7:05PM.

**Public Comments:** none offered.

**Approval of Minutes:** Ethan made the motion to accept the April Minutes. Claire seconded. Motion carried.

**Payment of the Bills:** Keary made the motion to accept CAP#230516F in the amount of \$15,973.95. Darrin seconded. All agreed, motion passed.

## **Reports:**

**President:** Met with Rebekkah re:414. Keary will help with the Tours Event on Saturday. The 414 signatures are due August 7th- need to have them by the next board meeting (June). Lawyer Robert Schofield will do training on how to fill out the signature/petition forms correctly. Alexis is getting booklets together for Saturday. Ethan suggested collecting signatures at the Friends Book Sale as well as at the Tours. Alexis reminded the Board that we need to vote on accepting the signatures/petitions for the 414 in June before sending them to the Town Clerk.

**Financial:** April Reports. Darrin made the motion to use \$6000 of the Perkins (\$50K) donation to pay for the Renaissance Web Solutions. Keary seconded. All agreed, motion passed. Ethan made the motion to accept the April Reports, Darrin seconded, all agreed, motion passed.

**Director:** Report attached. We have the largest amount of books ever donated for the Friends Book Sale Memorial Day weekend. The first official staff meeting was held last Thursday. All are welcome to attend the next meeting. Alexis has found a better software for staff scheduling - \$4/user which comes out to \$12/month. The Walking Tours of the Library and the Summer Reading Program are coming up. Friends are donating gift cards for the adult reading portion and the Library will supply gifts for the kids. The movie projector broke and was replaced for \$175. Alexis will be away physically for the next meeting but will Zoom in, Annie will be at the Library to make sure everything is set-up.

**FRIENDS:** Jean was absent.

## **Committees:**

**Financial Planning:** We need to present the Library Budget 2024 to the Town as the 414 vote is not until November. The Budget Committee will make the Budget in July, Board votes on it in August, and present it to the Town in September. Both the 414 and regular Budgets need to be worked on at the same time. Alexis will speak with Rebekkah about the schedules for budgets then go to the Town monthly meeting to make a public comment re: the budgets. Alexis discussed the process of seeking Special District status vs 414. Also- the estimated tax assessments are out and the household contribution for the Library would be about \$97/year per household.

**Marketing (Signage & Logo):** the logo came in on Friday and Alexis will pass it on to Keary.

**Facilities/Capital Investments:** No update for this meeting.

**Policy Review:** Claire was at a meeting with Mid-Hudson today. There will be more policies added. Patrick was absent for the by-law review. After a Doodle Poll Alexis suggested Saturday AM as a back-up for the regular Tuesday 7PM monthly meeting- potentially needs to be added to the by-laws.

**Old Business:**

**Bylaw Review:** From Rebekkah- if you have a signed contract that bill may be paid prior to Board approval. That said- the credit card bill must be approved prior to payment. No further update was given at this time- Patrick was absent.

**New Business:** Ethan stated Dick Hill, the husband of former Library Director Marguerite Hill, has died. A card will be sent. Ethan made a motion to send \$100 in flowers, (from Miscellaneous) Darrin seconded, all agreed.

**Executive Session:** Motion at 8:15 to enter in Executive Session made by Ethan, Darrin, all agreed to discuss the application of a potential new Library Board member. Claire, Keary, Darrin, and Ethan were present with Alexis invited to join. Kenda attended via phone. The Board voted unanimously to approve Sandra Koch to become a member of the Library Board of Trustees. Sandy's name will be brought to the Town Board Meeting on Thursday 5/18. **Executive session** closed at 8:25 by Ethan, all. Return to regular meeting- opened at 8:25- motion by Darrin, Ethan seconded, all agreed.

**Adjournment:** 8:26 motion to adjourn by Darrin, Ethan, all agreed.