

# **Pine Plains Free Library**

Board of Trustees

**Minutes November 16, 2021**

(via Zoom)

## **Attendees**

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

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

**Trustees:** Darrin Culver, Keary Hanan, Patrick MacMurray,

### **Non Voting Attendees:**

**Library Director:** Alexis Tackett

**Treasurer and Financial Officer:** Ted Mallozzi

**Friends of the Library:** Jean Osofsky

**Call to Order and Welcome:** Meeting called to order at 7:03 by Beth.

**Approval of Minutes** for October 16, 2021:

\* Motion made by Darrin to accept the October minutes, Keary seconded, all in favor, motion carried.

### **Payment of Bills**

\*Motion made by Beth to approve payment of CAP#211116F in the amount of \$9124.95 for payment of November bills. Seconded by Patty, approved by all.

### **Reports**

#### **President:**

\*A 3% increase for the Library budget was approved by the Town for 2022.

\*There are several potential candidates for seats on the Library Trustee Board.

\*Elections for the Board will be held next month. Beth, Patty, and Kenda have volunteered to keep their positions for 2022 pending next month's election.

\*The basement is not included in the Library lease- any changes must go through the Town.

\*Beth will speak with Darrah about moving the Wrestling Team to another location.

\*Floor plans have been looked at.

\*Elections for Town Board are still being tallied.

\*We will look at potential impacts to the Library once the voting results are announced.

#### **Finance:**

\*Ted would like a list of the expenses for the Cemetery Tour- Alexis will provide ASAP.

\*Kenda requested a list of donors and addresses in order to send out Thank You cards.

\*Beth requested an update of Financial Reports and minutes to be put on the website- Alexis will do ASAP.

\*Motion to approve October's reports was made by Patty. Beth seconded. All approved, motion passed.

## **Directors Report:**

- \*Alexis discussed her report which is attached and distributed with the Agenda.
- \*Social media interest is up- Candidates night and Cemetery Tour.
- \*Web use from access points is up 144% since COVID.
- \*Could be back to pre-COVID numbers by the beginning of the new year.
- \*Volunteers have been plentiful and enthusiastic.
- \*Doing away with the \$1 fine/day for DVDs.
- \*Wish to use the movie licensing used by the MHLS. Can use the upstairs, charge and sell popcorn to offset the cost. Beth said do it for free. Keary stated a license is still needed. Beth stated one no charge movie per year with free popcorn, Patty, Kenda, Darrin, and Keary agree.
- \*Beth made a motion for Alexis to secure the movie license for one year with no charge to the public. Darrin seconded, all agreed.

## **Friends:**

- \*Alexis's wish list was reviewed by the Friends.
- \*Blue book cart was purchased.
- \*2 more chairs purchased for future computer stations, book scanner, book ends.
- \*Approved purchase of a new desk for Alexis.
- \*Firemans museum pass renewed for 2 adults and 2 kids. Also discussed discounted rate for Norman Rockwell Museum.

## **Open Business**

- \*The mask policy remains the same.
- \*Darrin stated the winner for the public survey will either be sent or will pick up the gift certificate at the library.
- \*Facility Plan- we are in a research phase as well as waiting to see who the new Town administration will be. Must look at the lease for the Library as it does not include the basement. Need to do a walk around with Town administration.
- \*Keary asked if the new Town Hall will include a recreation space such as the one on the second floor of the Library building.
- \*Beth will get final #s together for the Cemetery Tour. The Cemetery has asked for a donation- takes time and personnel to set up. Money was spent on lights as well as printing- approx \$103. Motion was made by Beth to make a donation and seconded by Patty seconded, all agreed. Ted will split the proceeds 50/50 after expenses with Little 9 Partners Historical Society.
- \*Disaster Plan- Beth and Kenda will work on.
- \*By laws- Patrick agreed on \*7 Trustee Board members.\* # of missed meetings- 3. \*discussed the occasions where the Board might need to delegate someone to approve payment of bills without prior Board approval- 1- if there is no meeting,

2-if there isn't a quorum, 3- if there will be a penalty for late bill payment.  
However the last will be tabled until next month so Rebekkah can be consulted.

\*IRS forms- Ted requested 2 motions for payment to CPAs for required forms to be filed. As such:

-Darrin made the motion to approve the Grady CPA firm do the 990 and related forms for \$550.00. The firm will be paid when the library receives a paper copy of these IRS forms. Beth seconded, all agreed, motion passed.

-Patty made the motion to approve the Art Freehill CPA firm to do the NYS-AUD forms for \$525.00. The firm will be paid when the library receives a paper copy of these NYS Comptroller forms. Darrin and Kenda seconded, all agreed, motion carried.

\*Alexis- Library Circulation Lending Policy (revision dated November 2021) was distributed prior to the meeting. Different libraries have different rules. PPFL can follow up even though books have been borrowed from another library. Basically the borrower's library follows up with the patron but the library owning the book follows up with fines or bills for said materials. Beth made the motion to approve the Library Circulation and Lending Policy, option 2 as above, Patrick seconded, all agreed. Motion passed.

\*Alexis suggests we buy the current copier for \$836 and see where it goes as far as repairs and supplies. Beth made the motion to purchase the copier for \$836, Alexis should purchase without a contract ASAP, Keary seconded, all agreed, motion carried.

**Adjournment:**

Meeting adjourned by Beth at 8:57pm. All approved.

Kenda Ward  
Secretary BoT PPFL  
12/17/2021

