

# **Pine Plains Free Library**

Board of Trustees

11/17/2020 7:03PM

Proposed **Minutes for November 17, 2020**

*Meeting called to order in the PP Library at 7:03pm by Patty Hall in person and  
GoToMeeting*

## **Attendees-**

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

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

**Trustees**: Darrin Culver, Amy Rothstein via GTM,

### **Non Voting Attendees:**

**Director**: Veronica Stork via GTM

**Assistant Director**: Alexis Tackett

**Finance Officer**: Ted Mallozzi

**Friends of the Library**: Jean Osofsky

**Absent**: Patrick MacMurray

## **Approval of October 20,2020 Minutes**

Motion made by Darrin to accept the proposed minutes, seconded by Amy. All approved, motion carried.

## **Payment of Bills**

\*Cap #201117F in the amounts of \$10142.26 for payroll and bills are due. Patty made the motion to approve payment of the payroll and bills, Darrin seconded, all agreed, motion passed.

## **Reports**

### **President:**

\*The Cemetery Tour earned \$995 (\$789.70 after fees) from Eventbrite so far- Beth called and will follow up, and \$240 in cash which will be deposited.

\*In response to Darrin's question in October re:approval being needed for recurring expenses- Beth stated she researched this and ALL expenses must be approved at the monthly meeting.

\*Alexis will look into whether patrons can use GTM rather than Zoom to meet with families.

\*For 2021

Committees are needed for:

-The Strategic Plan was last updated in 2016 and needs updating every 5 years

-Bylaws need review

-A disaster plan is needed:

Files

Back ups

Internet phone

## **Finance**

\*Ted reported income/dividend of \$415.90 from Utica National and \$599.98 for the outdoor furniture from the Urban Forestry Grant.

\*Art Freehill will file the Automatic Update Data (AUD) report at the cost of no more than \$500.

\*The fee for the 990 and related forms reports by John Grady is about \$500

\*Kenda made the following motions:

I move that the Pine Plains Free Library's Board of Trustees hire Art Freehill and Associates to do the 2020 NYS-AUD report. The cost of the report is not to exceed \$500.00 and Mr.Freehill is to be paid when the report is received by the PPFL.

AND

I move that the Pine Plains Free Library's Board of Trustees hire John Grady and Associates to do the 2020 990 and related forms. The cost of the report is not to exceed \$500.00 and the firm of John Grady is to be paid when the report is received by the PPFL.

Beth seconded both motions and all concurred.

\*Darrin questioned reporting of \$61.08 for library fines in the 4th quarter. It was stated that some people are willing to pay fines even though they are not required to. If a patron cannot pay they are not penalized.

\*Patty made the motion to accept the financial and income & expense reports for October 2020, Darrin seconded, all agreed, motion passed.

## **Directors Report**

\*Report submitted and attached.

\*Alexis will provide the Directors Report next month.

## **Friends**

\*Jean announced that the National Book Award winners will be revealed tomorrow. As in the past The Friends will order copies of the winning books for the Library.

\*The November Grab N Go craft kits were all handed out.

\*Jean will email Beth to unlock the basement to retrieve the holiday decorations.

## **Old Business**

\*Cemetery Tours and the video were great. Video was published free of charge for any and all to view.

## **New Business**

\*It was stated that Veronica has permission to spend \$1000 for library expenses. Darrin made the motion that Library Assistant Alexis Tackett be given the authority to make purchases within the same parameters during Veronica's maternity leave. Beth seconded, all agreed.

\*Nominations for positions on the board for 2021 were discussed. Everyone agreed to serve in their positions for 2021. All agreed.

## **Adjournment**

Meeting adjourned by Patty at 7:49pm Patty made the motion to adjourn- all approved.

Respectfully submitted,

Kenda Ward

Secretary

12/7/2020

