

Pine Plains Free Library BoT Meeting Minutes 7/21/2020

Beth McLiverty calls the meeting to order at 7:07 PM in person and GoToMeeting.

Attendees: Beth McLiverty, Patty Hall, Veronica Stork, Kenda Ward, Janet Fitzgerald (Friends), Lanaea Bailey, Ted Mallozzi. On GoTo Meeting- Amy Rothstein and prospective BoT member, Darrin Culver.

Approval of Minutes for June 2020- motion to accept by Amy Rothstein, seconded by Kenda Ward, motion carried.

Payment of Bills- accounting for June10-July 20, 2020. Ted stated there is one bill pending. Patty reviewed the bills on Cap#200721 and stated the total due is \$9059.80. Patty made a motion to accept the accounting of bills, Beth seconded. Motion carried.

Reports

President: Beth McLiverty- the budget was reviewed on 7/16/2020. - While we have less income, there have been- and will be- several generous donations coming in. The biggest change will be more hours added for Veronica for a new hire. As we have approximately \$10K in surplus funds from 2019, that will be helpful along with the use of reserve funds to cover the cost of the additional headcount hours. At the August meeting we will review- in order to approve- the budget and see where money needs to be moved from to meet the budget. The Library is now open to the public! We are working on the WiFi and WiFi garden.

Finance Ted Mallozzi -Ted will get a copy of the proposed budget to the Board in August. Patty stated there were donations of \$7492. Ted inquired as to whether all donations were accounted for and the donors thanked. It was stated there is a list of donors and Thank You's will be sent. Lanaea has a form donation letter, Beth has Thank You cards. Amy asked about the \$1000 expense in grant costs for Hoopla- it was stated that a grant from Dutchess County will pay for this expense. Amy asked about the \$2306 for building costs. It was stated that this was for the fire, liability, etc. costs. Motion to approve the May and June 2020 income expense reports was made by Lanaea, Beth seconded, all in accord, motion carried.

Director- Veronica Stork - Curbside Pick up began in June. People have been coming in in the last couple of weeks. Everyone has been cooperative- wearing masks, picking up books, using computers, obtaining library cards. Library cards may be applied for online and in person. A group of the local libraries are working together on programming. This is working out very well. There was Minecraft last Friday overseen by Veronica. As well, a Mars Landrover program rep from California made a presentation. Everyone involved loved that and, hopefully, there will be more on it. There will be live music shows at the Lions Club during Camp. The summer reading contest for all ages will be online. Friends is donating gift certificates from Oblong Books to the winners. Veronica is urging everyone towards digital use as there is still limited facility use.

Janet questioned online versus in person programs. Veronica stated the online Graphic Novel program was totally filled and that online was the safest and best option at this time. Janet stated that the Friends outdoor sign is available for the library to use to announce hours open. Janet also questioned where the volunteers are- Beth explained the library needs skilled people. Also- we need to keep the number of people in the library to a minimum. Beth asked if there are Employee and Cleaning Logs- Veronica stated that there are. Veronica has Plexiglass for the circulation desk and will ask Bob the HandyMan to hang it ASAP with hooks Beth is bringing in.

Public Relations- Lanaea stated we need to be thinking about 2021. There are press releases, community calendars, etc. to think about. She will make a checklist/plan of action for us as well as condense the Cemetery Tour and Auction information.

Friends – Janet: There will be the Summer Reading Contest for adults and kids of all ages. Rockwell Museum passes are available for adults and children under 18 at the Circulation Desk. The Herb Garden is open. The Tom Seiling performance at Camp will be sponsored by Friends. There will be a Virtual Jackson Pollock Tour which will be advertised. The bill will go to Jean. Donations will go into the basement for which the key was located in its place by Veronica. Jean asked about the people counter- Veronica stated it will be installed ASAP.

New Business

- Kenda has volunteered to be the Secretary as Lanaea is leaving.
- We are still in need of a Public Relations person.
- Waiting on the WiFi Garden.
- Beth and Veronica researched and offered input on the job description with a September time frame for hiring.
- Lanaea made a motion to add Veronica to Acct #89 so we could get a credit card issued in the Library's name vs Veronica's. Beth seconded, all agreed, motion carried.
- Review of the application of Darrin Culver for Board Member
 - He had left the meeting prior.
 - Beth made a motion to accept Darrin Culver as a member.
 - Amy seconded, all approved, motion carried.
- Lanaea made a motion to accept Kenda Ward as secretary, Amy seconded, all approved, motion carried.
- Beth thanked Lanaea for her hard work and participation on the Board.

Adjournment -7:57pm Beth made the motion to adjourn, Lanaea seconded, all concurred, motion passed.

As recorded by Kenda Ward, Pine Plains Free Library's Board of Trustee Secretary 7/22/2020