

Pine Plains Free Library

Board of Trustees

10/20/2020

Minutes for October 20, 2020

Meeting called to order in the PP Library at 7:04pm by Beth McLiverty in person and GoToMeeting

Attendees-

Library Board of Trustees :

President-Beth McLiverty, **Secretary**-Kenda Ward, Darrin Culver, Patrick MacMurray, Amy Rothstein via GTM,

Non Voting Attendees:

Director: Veronica Stork

Finance Officer: Ted Mallozzi

Friends of the Library: Jean Osofsky

Absent:

Vice President- Patty Hall, Pat Byron

Approval of September 2020 Minutes

Several changes were made-

*correct the spelling of Patrick MacMurrays name on page 2.

*addition of job titles for Nelson Zayas (outside accountant) and Rich Harlin (Tech Coordinator).

*Friends did not have keys- the Library previously was opened 2 hours earlier for Friends monthly meetings.

Beth made the motion to approve the August 2020 minutes with the above modifications, Patrick MacMurray seconded, all approved.

Payment of Bills

Ted stated Claims Auditing Procedure (CAP) #201020 in the amount of \$12,262.92 for payroll and bills is due. A discussion of what CAP is and how bills are paid ensued. Darrin pointed out that fixed expenses should not need monthly approval. Beth will review and share the procedure for payment of bills.

Darrin made the motion to approve payment of CAP#201020, Beth seconded, all agreed.

Reports

President:

- *It is Friends of the Library Week. Beth thanked Jean and The Friends for all of their hard work and support of the Library.
- *The Town Budget remains the same as last year pending approval in December.
- *Fundraising is down due to COVID but there have been several good donations.
- *Cemetery Tours- very well received. All tours were sold out. There is a one page Playbill. The Millerton News will have an article published this week. Sunday 11/1/2020 at 7PM a free YouTube of the tour will be available.
- *Beth will check on the location of the basement key.
- *Candy for Trick-or-Treaters will be left outside on Halloween.
- *All need to make sure they have complied with mandated Harassment Training and give Beth their certificate of completion.
- *Chairs and flowers are in the WiFi Garden and appropriately secured.
- *The Library sign is looking worse for the wear. Will ask Anthony Silva, painter, to evaluate for repainting/repairing or if a new one is needed.
- *Town pays for cleaning and utilities for the Library. \$10 in rent is paid to the Town.
- *Beth is in touch with Darrah Cloud re: the Community Room and what the capacity at any given time may be. As well, Darrah stated that the Library has priority over basement use for storage.
- *regarding the Cemetery Tour- the Historical Society will get 40% of the proceeds, The Library will get 60%. The costumes are on free loan from the Theater Guild.

Finance

- *Ted reports a donation of \$96.80 and expenses of \$438.40.
 - *Discussion ensued of whether or not to charge late fees. For instance- should one be billed for keeping a book for too long? Lost books? Books on loan from other libraries? This practice has been discontinued during COVID. Veronica has used her discretion regarding late fees and lost books in the past. Will discuss at a future date whether or not to resume late fees.
 - *Financial documents provided by Ted reviewed. We reviewed that as Income and Expenses are discussed at meetings they are allowed to be viewed by the public. Since Accounts are not discussed they are not to be publicly shared even though the Board receives a copy.
 - *Beth will discuss connecting to the Towns BroadBand with Darrah Cloud.
- Motion to accept the reports made by Patrick MacMurray, Beth seconded, all approved.

Directors Report

*Report submitted and attached.

* Offered to meet with Patrick to discuss terms used in the Library.

*Alexis Tackett (new Directors Assistant) and Mary will have patrons bring in carved pumpkins for viewing.

*Veronica will screen patrons via Newsletter and Pine Plains Moms and Dads FaceBook page as to whether they would like an increase in Library hours.

Friends

Jean

*Friends will give books and candy to the Ladies Auxiliary to hand out in a “drive by” on Halloween.

*A few books in the front of the Library have been sold.

*Amy will distribute- via email- the pages pertaining to the Open Meetings Law from the trustees Handbook.

Adjournment

Meeting adjourned by Beth at 8:30pm Beth made the motion to adjourn- all approved.

Respectfully submitted,

Kenda Ward

Secretary

11/10/2020

