

# **Pine Plains Free Library**

Board of Trustees

Meeting Minutes

October 18, 2022

In Person and Zoom (indicated by Z)

## **Attendees**

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

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

**Trustees:** Keary Hanan, Patrick MacMurray (Z),  
Ethan DiMaria, Claire Gunning

### **Non Voting Attendees:**

**Library Director**- Alexis Tackett

**Treasurer and Financial Officer**-Ted Mallozzi (Z)

**Friends of the Library**-Jean Osofsky

**Town Liaison:**Sarah Jones (Z)

**Absent:** Trustee Darrin Culver

**Call to Order and Welcome:** Beth McLiverty at 7:04pm

**Approval of Minutes** for September 20, 2022. Ethan made the motion to accept the minutes with the correction of Claire's name and clarification re:Mid Hudson resource sharing in the Director's Report section. Beth seconded, all agreed, motion passed.

Patrick asked how many new patrons/library cards were added from the display at Community Day- the answer is not known. Claire suggested marking the forms at Community Day next year so we can keep track.

### **Payment of Bills:**

Beth made the motion to accept CAP#221018F in the amount of \$12,651.22 for the October bills. Claire seconded, all agreed. Motion passed.

### **Reports**

**President:** Cemetery Tours- the program is set and almost sold out.Over \$3000 in tickets so far. Received good coverage on social media, newspapers, newsletters. Patrick suggested we have poster/s stating who is to be credited for the Tours- Patty said the Library and Little Nine Partners (LNP) Historical Society should receive credit. Beth will make sure there is a place to have a poster. Everyone agreed it is a good idea. Proceeds will be split 50/50 with LNP.

### **Finance:**

\*Patty made a motion to approve the finance reports for September. Keary seconded. All approved. Motion passed.

\*Ted asked if the Cemetery asked for a donation as they did last year. Beth said she was only asked to get a COI. The donation asked for last year was \$100. We can decide if we want to make a contribution.

### **Directors Report:**

\*Kaylei Murphy (Red Hook Rec Intern) is no longer being paid by the RHR. She would like to continue to stay here- She is here Wednesday with the teens and Saturday for story hour. She will apply to be paid by RHR again next summer if the Intern position is available.

\*We will be closing on Mondays as that is the slowest day for patrons. This will help with staffing and budgetary resources.

\*Fundraisers on Decoration Day- November 26, 2022. Silent Bake Auction and soup will be at the Library. Alexis's partner will be making soup and donations of pastries will be requested for the Bake Auction. Patrick stated there are 4 pastry chefs in the area who might want to be involved.

\*Annual Letter of Appeal- Discussion ensued as to how to best get the letters out and to whom. Beth made the motion to allot \$1000 for a 2-sided postcard, from the Board of Trustees. This includes 3 marketing logo concepts- all inclusive. Ethan seconded. All agreed. To be sent out after the 11/8 election and before Thanksgiving.

### **Friends:**

Jean stated

\*This is National Friends of the Library Week.

\*Halloween bags were handed out at the Ag Fair and a couple of hundred dollars was raised selling books there.

\*National Book Award winners will be purchased next month.

\*More members of Friends are needed as several have moved away. Alexis will announce in the Library Newsletter.

### **Open Business:**

Budget- Ted and Alexis sent spreadsheets of how we can make the budget work as the Town has approved the same amount as last year- no increase.

We will need to use reserves for the first four months of the year as the Town check is usually received in the Spring. We want to increase our staff and so will have to decrease our hours to help meet the budget. We need to keep 3 months operating expenses in the reserves. Ethan made the motion to approve the \$148,000 budget including the \$300 increase for

insurance- as stated by Ted- and to add \$4 to the hourly wages for a total of \$148,000 for the 2023 Budget. Keary seconded, all agreed, motion passed.

\*Strategic Plan 2023-2027- Keary made the motion to accept the plan, Beth seconded, all agreed. Motion passed.

\*Ethan suggested a list of the Board of Trustees be placed near the circulation desk. All agreed this is a good idea.

\*Alexis said she needs to know how many trustee educational hours everyone has done by December 31.

\*Ted needs to know how many hours per week on average we each spend on Board business. Tax forms need to be filled out and filed. At the Budget Meeting the Board approved \$550 for Grady and \$550 for Art Freehill to file the NYS forms.

**Adjournment:**

Motion to adjourn by Beth at 8:53pm.

Kenda Ward

Secretary BoT PPFL

11/6/2022