

Pine Plains Free Library

Board of Trustees

9/15/2020 7:04PM

President- Beth McLiverty

Vice President- Patty Hall

Secretary-Kenda Ward

Public Relations- TBD

Members-Pat Byron

Amy Rothstein

Attendees- Darrin Culver

Patrick MacMurray

Library Director-Veronica Stork

Finance- Ted Mallozzi

Friends-Jean Osofsky

Minutes

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

Attendees-

Beth McLiverty, Patty Hall, Kenda Ward, Pat Byron, Amy Rothstein via GTM, Darrin Culver via GTM, Patrick MacMurray, Veronica Stork, Ted Mallozzi, Jean Osofsky.

Approval of August 2020 Minutes

Motion made by Beth to accept the proposed minutes, seconded by Patty. All approved, motion carried.

Payment of Bills

Patty stated Cap #200915 in the amounts of \$2904.67 for payroll and \$1859.66 for bills are due. Patty made the motion to approve payment of the August 2020 bills, Beth seconded, all agreed, motion passed.

Reports

President:

*Beth stated plants are ready for the WiFi Garden. Chairs have been delivered according to Veronica. Beth has chains to secure the chairs.

*Veronica stated (also in her report) that there are issues with the routers and extenders that need to be examined further. An estimate for the work is forthcoming from Rich Harlin who suggested a complete overhaul of the system.

*Cemetery Tours- are coming along. Several actors are in place to portray local historic citizens of Pine Plains. Tech people and equipment are needed. Meeting Thursday 9/17, 2020 at the Lions Club Pavillion, 4pm.

*Town meeting 9/17- budget to be discussed as well as the applications of prospective members Darrin Culver and Patrick MacManus.

Finance

Ted reports donations in the amount of \$8000 were received in August. Everything else is in order. There was a question of checks/bills only able to be disbursed after the Board approves the bills to be paid . Ted spoke with Nelson who stated that is correct. Patty will speak with Nelson about possibly changing the Quickbook settings so bills can be paid in a more timely manner. Beth made the motion to accept the financial report for August 2020, Patty seconded, all approved, motion passed.

Directors Report

*Report submitted.

*Rolling desks and chairs are ordered to assure the appropriate distancing due to covid19.

*Beth stated Veronica's name was added to the Lowe's account to facilitate Library purchases.

Public Relations

Cemetery Tours- times and logistics need to be worked out.

Friends

Jean

*The book sale has been canceled for this year. Jean states there is a lot of equipment in the basement making it difficult to reach the collected books.

*Beth and Jean discussed the issue of the equipment, a handwritten note left stating that the basement was not to be entered, and the reported use of the bathroom on the second floor when the Library proper is closed. Beth said she would speak with/ask Darrah regarding who may use- or who is using- the basement and bathroom.

* Jean stated that Friends could not change the time of their meetings due to prior commitments. Jean stated that Friends had a Library key in the past. Beth explained this is no longer feasible due to Covid 19 rules. Beth asked if Friends could please find a meeting day that would be suitable and coincide with the usual Library hours. If not an employee would need to be paid to open the Library 2 hours earlier.

Old Business

*WiFi Garden and Cemetery Tours were discussed above

New Business

Nothing new at present.

Adjournment

Meeting adjourned by Beth at 7:42pm Beth made the motion to adjourn- all approved.

Respectfully submitted,

Kenda Ward

Secretary

9/16/2020

Pine Plains Free Library

Board of Trustees

8/25/2020 7:12PM

President- Beth McLiverty
Vice President- Patty Hall
Secretary-Kenda Ward
Public Relations- TBD

Members-Pat Byron
Amy Rothstein
Attendees- Darrin Culver
Patrick MacMurray

Library Director-Veronica Stork
Finance- Ted Mallozzi
Friends-Jean Osofsky

Minutes

Meeting called to order at 7:12 by Beth McLiverty in person and GoToMeeting

Attendees-

Beth McLiverty, Patty Hall, Kenda Ward, Pat Byron, Amy Rothstein via GTM, Darrin Culver, Patrick MacMurray, Veronica Stork, Ted Mallozzi, Jean Osofsky.

Approval of July 2020 Minutes

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

Payment of Bills

Patty stated Cap #20085 in the amount of \$3132.92 is due, as well as the normal payroll amounts. Patty made the motion to approve payment of the bills, Beth seconded, all agreed, motion passed.

Reports

President:

*Beth stated the Library had closed for a short period of time due to a patron stating they had been in the Library and became ill a few days later. COVID test was negative. During the wait time for the test result due diligence was done by closing and thoroughly cleaning the Library.

*WiFi booster is working in the front and back of the Library property as extenders were obtained and installed.

*Adirondack chairs for the WiFi Garden are on backorder until September.

*The triangular sign will be displayed out front to announce the WiFi Garden.

*Portable desks to make moveable work stations are on order.

*According to the Town Supervisor the 2021 budget will remain the same- no increases. Hopefully no decrease, but will have to wait till the town votes on their budget to know for sure. Ted will provide Beth with the approved, updated budget to present to the Town Board this week.

*Beth is speaking with Dyan and Lenora regarding a Cemetery Tour for this year.

*Patty Hall asked about the procedure for when a staff member reports a fever (COVID type symptoms). It was stated that Emergency One in Kingston and Hyde Park will test for free without a referral. There are other venues also testing for free and without referrals.

*Employees must be tested if they have symptoms, and the proper measures taken, before returning to work. If there are charges the Library will reimburse the employee. Beth will review the policy to make sure these steps are clearly stated.

*The Town Broadband Committee survey is out. The survey inquires the state of peoples WiFi- if they have, if not- why not? Cost? Location?

Finance

Ted reports 2 donations of \$100 were received minus a PayPal charge. Pat Byron made a motion to accept the July financial statement, Patty Hall seconded, all agreed, motion passed.

Directors Report

Veronica stated that all was well in the Library!

*Circulation and computer users are coming in.

*July

HOOPLA had 27 items circulated

People are registering for library cards

Online programming is stable

Toddler Jam had good attendance

Yoga will be at the PP Lions Club Pavilion in Sept with appropriate distancing, etc, measures in place

Tai Chi might move to the Pavilion as well

* At some point Veronica will look into a faster Broadband. Kenda suggested the Library may be considered part of the Governors Grant for free connection to high speed internet.

*Veronica states some of the 8 candidates for the Assistant position are strong.

Public Relations

Beth stated this year is very quiet due to the pandemic. She will look further into the possibility of a Cemetery Tour. Kenda volunteered to help. Lanaea has a folder of Public Relations ideas and procedures that have been used before. Hopefully we can recoup them as Lanaea has moved.

*Amy thanked Veronica for all she has done for the Library. All agreed she has been terrific.

Friends

Jean

*an August meeting was held.

*possibility of a book sale outside this October with COVID precautions adhered to.

*Janet is restocking the books in the Lobby as people are buying them.

*Jean stated Janet asked Veronica if Friends meetings can be held in the Library on the second Tuesday of the month at noon. Veronica will check with Mary as she the Library opens at 1PM. Jean will look into a 1PM meeting time.

Old Business

*WiFi was discussed above

New Business

*Budget- Beth stated that Darrah Cloud notified her 8/24/2020 that the Town budget would remain the same- ie: no increases for the Library. Beth notified Ted who made the appropriate adjustments/corrections to the 2021 Budget. While we hope there will not be any budget decreases from the town we must wait until their budget is passed.

Veronica has worked very hard on her own for the last 2 years and needs assistant so this will remain unchanged in the Budget.

It was stated we have \$60K in the Capital fund and \$22.5K in the Emergency fund so we should be able to cover any deficits. Since the Town usually provides 88% of our budget in a normal year and we are down to 75% coverage we need to cover the extra expense.

Patty Hall questioned continuing yearly raises but it was felt the amount was not that high and raises are good for morale. All agreed the staff will continue to get raises.

*Beth stated if we do go ahead with the Cemetery Tour we will have a Donate button for contributions rather than a set fee in order to include everyone.

*Motion to pass the proposed Budget was made by Amy, Beth seconded, all agreed.

*Ted will modify the Budget document and Beth will submit to the Town.

*After Patrick, Darrin, Ted, and Jean left Patricks application for Board of Trustees membership was reviewed. Beth made the motion to accept Patrick as a member of the BoT, Amy seconded and all approved.

Adjournment

Meeting adjourned by Beth at 8:06PM All approved.

Respectfully submitted,

Kenda Ward

Secretary
8/26/2020