Board of Trustees (the "Board")
of the Pine Plains Free Library (the "PPFL")

Meeting Minutes
September 17, 2024 7:00 p.m.

Location: Pine Plains Free Library & via Zoom

Attendees (P = Present in Person, Z = Present via Zoom, A = absent)		
President: Claire Gunning (P)		*Financial Officer*: Theodore Mallozzi (P)
Vice President: Keary Hanan (A)		*Friends of the PPFL Rep*: Jean Osofsky (P)
Secretary: Patrick MacMurray (Z)		*Library Director*: Dee Ann Campbell (P)
Trustee: Allison Galliher (P)		*Town Board Liaison*: Jeanine Sisco (A)
Trustee: Ethan DiMaria (P)		*Special Guests*: None
Trustee: Sandra Koch (P)		*Community Members*: None

1. **Call to order**: Ms. Gunning called the meeting to order at 7:02 p.m.

2. **Public Comments**: No comments.

3. **Approval of Prior Minutes**: The Board reviewed the draft minutes from the Board's August 2024 meeting, which had been previously distributed to the Board. A brief discussion about the minutes was conducted. A motion was made by Ms. Koch that the Board approve such minutes, which motion was seconded and unanimously approved .

4. **Payment of the Bills:** The Board reviewed a document titled CAP# 240917F, which had been previously distributed to the Board, and which purports to represent the PPFL's proposed bills to be paid for the month of July 2024, in the aggregate amount of $16,192.65. The Board conducted a brief discussion about certain line items and bills. All questions asked were answered to the satisfaction of the Board. A motion was made by Ms. Galliher that the

Board approve the payment of bills as set forth on CAP# 240917F, which motion was seconded and unanimously approved.

5. **Reports**:

   a. **Financial Report**: Mr. Mallozzi led a Board review and discussion of (A) the Income Statement and Expense Statement for the month ended August 31, and (B) the Grant Activity Statement for the month of August 2024 (collectively, the "Financial Statements"), which had been previously distributed to the Board. Mr. DiMaria led a discussion regarding investing some of the library funds in one or more CDs. Topics included: using a local bank for community reasons; staggered maturities; interest rates; inability to tie up grant monies. Ms. Campbell and Ms. Gunning agreed to investigate options. All questions asked were answered to the satisfaction of the Board. A motion was made by Mr. DiMaria that the Board approve the Financial Statements, which motion was seconded and unanimously approved.

   b. **President's Report**: No President's Report was offered for the month of August 2024

   c. **Friends' Report**: Ms. Osofsky gave a report on the Friends of the PPFL activity including that their September 2024 was held and they determined to participate in the upcoming annual AG Fair

   d. **Director's Report**. Ms. Campbell led a review and discussion of the monthly Director's report, which had been previously distributed to the Board. The Board conducted a robust discussion about the Director's report. Topics included, but were not limited to,

      i. the kids club has commenced; 5 participants; art projects; we cannot provide transportation
      ii. New library hours have begun
      iii. Summer reading program completed; successful; good reviews
      iv. ESL has been seeing good results: Tues/Wed/Thus of each week
      v. Considering an adult scavenger hunt, given wild popularity of kid scavenger hunt
      vi. Upcoming tax workshop for new biz owners
      vii. Berkshire Taconic Grant – college selection workshop we had 6 attendees
      viii. Search for a youth programming employee

   All questions asked were answered to the satisfaction of the Board. A motion was made by Mr. MacMurray (later in the meeting) that the Board approve the Director's report, which motion was seconded and unanimously approved.

6. **Committees**

   a. **Facilities/Capital Improvements**. Ms. Campbell led a discussion of certain matters regarding the PPFL's physical plant and capital improvements that are necessary or advisable. The Board had a robust discussion regarding replacing or upgrading the computer terminals at the PPFL. Ms. Campbell will further explore. A motion was made by Ms. Gunning to approve $5,000 from the Lodge account for this purpose, which motion

was seconded and unanimously approved. All questions asked were answered to the satisfaction of the Board.

b. **Marketing (Signage and Logo).** Ms. Gunning led a discussion of certain matters regarding new outdoor signage for the PPFL, including the necessity of Town Board sign-off. The Board discussed the challenges of having someone install the sign. All questions asked were answered to the satisfaction of the Board.

c. **Fundraising**. Mr. DiMaria led a discussion on fundraising, including a proposal to establish a standing committee comprised of no more than 2 trustees and also some members of the PP community. More than 2 trustees would subject the committee meetings to the Open Meetings Law, which the Board agreed would impose an unnecessary administrative burden on the committee. The Board agreed to work towards establishing the committee to begin work in January 2025. Keary Hanan and Ethan DiMaria would likely be our 2 trustees. The Board agreed that using social media to reach out to the PP community searching for Fundraising Committee members was advisable. Ms. Gunning led a brief discussion on the Library's willingness to assist in a more limited manner than in prior years with the annual Cemetery Tours (e.g., advertising, insurance, ticket sales). Ms. Campbell agreed to reach out to Ms. Wapnick of the Little Nine Partners Historical Society to discuss.

d. **Budget Meeting**. The Board conducted a brief discussion about the need for a separate budget meeting. Mr. DiMaria made a motion that the Board hold a budget meeting on Sunday, October 6, 2024 at 10AM, which motion was seconded and unanimously approved.

e. **Policy Review**. Ms. Campbell led a review and discussion of the PPFL's "*Paid Time Off Policy*" which had been previously distributed to the Board. After a Board discussion about the revised policy, Mr. DiMaria made a motion that the Board approve the policy as revised, which motion was seconded and unanimously approved.

7. **Old Business.** The Board agreed to move forward and add the names of recent library directors to the appropriate place on the banner of past librarians.

8. **New Business.** None.

9. **Executive Session:** None.

10. **Adjournment**. A motion was made by Ms. Gunning to adjourn the meeting, which motion was seconded and unanimously approved at 8:38p.m.

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