

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
October 14, 2020

Note: This Board meeting was held in the Community Room and via GoToMeeting.

The meeting was called to order at 7pm with the Pledge of Allegiance.

Present were: Will Farrell, President; Joseph Egan, Vice President; Mark Cambalik, Trustee; John Reynolds, Trustee; Jasmine Vazquez, Trustee; Phil Johnson, Trustee; Mayleen Torres-Rivera Bookkeeper; Darren Lanspery, Director; Donna Ebanks, Secretary.

Absent: George Hickey

Election of Officers:

Board President Will Farrell introduced newly elected Trustee, Phil Johnson.

Nominations for Officers:

- Motion to elect Will Farrell as President of the Board was made by J. Egan and seconded by M. Cambalik; all were in favor and the motion passed.
- Motion to elect Joe Egan as Vice President of the Board was made by J. Reynolds and seconded by M. Cambalik; all were in favor and the motion passed.

Committee Appointments:

- Motion to appoint Phil Johnson to both the Building & Grounds and Grant Committees was made by J. Egan and seconded by M. Cambalik; all were in favor and the motion passed.

Public Comment:

None

Correspondence:

None

Financial Report:

- Amazon purchase order was decreased by \$3000 and those funds moved to the Baker & Taylor purchase order
 - Warrant of checks was signed by Trustees
 - Budget & Finance Committee should meet in November
 - Treasurer will begin preparing the 2021 purchase orders
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- Motion to approve the September payroll was made by J. Egan and seconded by J. Reynolds; all were in favor and the motion passed.
 - Motion to approve the checks pending audit was made by M. Cambalik and seconded by J. Egan; all were in favor and the motion passed.
 - Motion to adjust the purchase orders for Amazon and Baker & Taylor to show a move of \$3000 from Amazon to the Baker & Taylor purchase order was made by J. Egan and seconded by W. Farrell; all were in favor and the motion passed.
 - Motion to accept the following transfers: \$1000 from savings to the debit card; \$10,000 from savings to the general checking account; \$3,200 from the capital fund to the general checking; \$20,00 from savings to the payroll account, was made by J. Egan and seconded by M. Cambalik; all were in favor and the motion passed.

Secretary's Report:

- Motion to accept the September 9, 2020 Regular Board Meeting minutes was made by J. Egan and seconded by J. Reynolds; P. Johnson abstained. All others were in favor and the motion passed.

Director's Report:

Was read and discussed

- Census grant money of \$1800 has been received
 - Tutor.com is now available for library patrons through a group buy with other Ulster County libraries
 - MHLS delivery dates have been reduced from five to three days per week
 - We are participating along with other Ulster County libraries in this year's Great Give Back by collecting non-perishable food items for local pantries.
 - Curbside Halloween event is planned for Thursday, October 29th
 - The library election took place on September 22nd. William Farrell, Jasmine Vazquez and Phil Johnson were voted in as Trustees. The budget passed 114 to 47.
- Motion to change the title of employee Matt Cline from Page to Clerk was made by W. Farrell and seconded by J. Egan; all were in favor and the motion passed.
 - Motion to hire Madelene Marrero as a part-time substitute clerk was made by J. Egan and seconded by J. Reynolds; all were in favor and the motion passed.

Committee Reports:

Planning Committee met on September 16, 24 and 30. Chair M. Cambalik briefed the Board:

- Committee has completed development of the Five-Year Plan survey and it will be posted to the library's website
- Recommendation that the Committee is renamed the Plans & Operations Committee as per the Bylaws

Tech Committee met on October 1; Chair M. Cambalik briefed the Board.

Building & Grounds Committee met on October 5. Chair J. Reynolds briefed the Board:

- Discussion of necessary electrical box upgrade.
- Motion the Planning Committee be renamed as the Plans & Operations Committee as per the Bylaws was made by W. Farrell and seconded by J. Egan; all were in favor and the motion passed.
 - Motion to spend up to \$2500 for electrical upgrades was made by J. Reynolds and seconded by J. Egan; all were in favor and the motion passed.
 - Motion that the \$2500 for the electrical upgrades be taken from the capital fund was made by J. Egan and seconded by M. Cambalik; all were in favor and the motion passed.

Unfinished Business:

Possible monies owed by former Director John Georghiou will be discussed in executive session.

New Business:

- Darren noted that the library is required to contract with the company on the New York State bid for heating oil in Ulster County. This change will save the library significant money.
- Discussion regarding the Personnel Committee's recommendations for providing the following healthcare benefits to fulltime employees:
 - VSP – Plan C (vision)** – \$11.33 per month/per employee
 - Delta Dental – PPO – Essential** - \$26.79 per month/per employee
 - Renewal of current medical plans**
 - MVP – EPO Gold 3 Renewals - \$1011.17 per month/per employee
 - MVP – EPO Silver 1 Renewal – \$874.51 per month/per employee
- November Board Meeting was moved to Thursday, November 12.
 - Motion to approve the vision and dental plans as shown and to accept these plans and the medical plan with employees who choose the Gold Plan paying \$23 per week was made by W. Farrell and seconded by M. Cambalik; all were in favor and the motion

Request for Executive Session

- Motion to enter into Executive Session at 8:35pm with the Director to discuss a personnel matter was made by J. Egan and seconded by J. Reynolds; all were in favor and the motion passed.

The Board returned from Executive Session at 8:55pm

- Motion to approve Board President Will Farrell to consult an attorney on a personnel matter that was discussed in Executive Session, with the stipulation that information from that consultation come back to the Committee for discussion, and that the consultation be free of charge was made by J. Reynolds and seconded by M. Cambalik; all were in favor and the motion passed.

Adjournment:

- Motion to adjourn was made at 8:55pm by J. Egan and seconded by M. Cambalik.

Respectfully submitted by:
Secretary
Donna Ebanks