

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
May 13, 2020

Note: This meeting was held virtually via GoToMeeting

The meeting was called to order at 7:05 pm.

Present were: Will Farrell, President; Valerie Smith, Trustee; George Hickey, Trustee; Mark Cambalik, Trustee; John Reynolds, Trustee; Mayleen Torres-Rivera Bookkeeper; Darren Lanspery, Director; Donna Ebanks, Secretary.

Excused: Joe Egan; Jasmine Vazquez

On behalf of all Board members, Will Farrell acknowledged the efforts of front line and essential workers serving our communities during this difficult time.

Public Comment:

None

Correspondence:

D. Lanspery noted that a letter was sent to Ulster County Legislator Kevin Roberts regarding support for libraries.

W. Farrell reported that he received an email from the office of Senator Skoufis asking about our current concerns.

D. Lanspery sent Board members an email with a link to NYLA containing a letter template which can be used to request support from New York senators.

Financial Report:

- 990 and AUD reports were prepared and finalized by Nugent & Haeussler. M. Torres-Rivera noted that N&H report outcomes matched her QuickBooks reports as well
- D. Lanspery requested that \$2000 be moved from the Books for Collection line item into Overdrive audio books
- One new purchase order in the amount of \$1500 for new database, Midwest Tapes/Hoopla
- Some expenses are below their budgeted amounts due to reduced spending during the current pandemic
- Line item for Repairs & Maintenance needs to be reviewed to accommodate added expenses with owning the building
 - Motion to approve the April payroll was made by Valerie Smith and seconded by George Hickey; all were in favor and the motion passed.
 - Motion to approve payment of the bills pending audit was made by Valerie Smith and seconded by Mark Cambalik; all were in favor and the motion passed.
 - Motion to approve the purchase order for Midwest Tapes in the amount of \$1500 was made by Will Farrell and seconded by Valerie Smith; all were in favor and the motion passed.
 - Motion to approve the transfer of \$2000 for Overdrive e-books, from line item number 5300 to line item 5100 was made by Will Farrell and seconded by Mark Cambalik; all were in favor and the motion passed.

Secretary's Report:

- Motion to approve the April 8, 2020 Regular Board Meeting minutes as amended, with a change to the motion under Committee Reports to state "Building & Grounds Committee," was made by Valerie Smith and seconded by George Hickey; all were in favor and the motion passed.

Director's Report:

- Library is still closed to the public due to COVID19
- Use of electronic resources, including eBooks, is going up
- Virtual Storytime with Craft is seeing an increase in attendance
- Alzheimer's virtual workshop program was held
- Focus on developing virtual programming is ongoing
- April staff meeting was conducted virtually
- Computer access for patrons is being moved to the Community Room; Tech Committee will meet on May 18th at 6pm to discuss the logistics.
- Planning for the Summer Reading Program is in progress
- Library parking lot Wi-Fi use by the public is active

Committee Reports:

The Building & Grounds Committee met on May 13 at 6pm to discuss the Facility Plan in order to move forward with the MHLS grant application.

- Motion to accept the Building & Grounds Committee's recommended Facilities Plan as presented was made by John Reynolds and seconded by Valerie Smith; all were in favor and the motion passed.
- Motion to send the Facility Plan report as written to MHLS was made by Will Farrell and seconded by John Reynolds; all were in favor and the motion passed.

Unfinished Business:

- Libraries are not included in the May 15th Phase 1 reopening plan at this time
 - Hoopla electronic resources for Plattekill patrons is now live and accessible to the community
 - Annual review of all policies still pending and a pandemic policy is needed
 - Scout playground project is still in progress
- Motion to pay staff at current rate until the June 2020 Board meeting was made by Valerie Smith and seconded by Mark Cambalik; all were in favor and the motion passed.

New Business:

- Plans for re-opening the library are ongoing
- A Budget & Finance Committee meeting is needed to discuss the 2021 Budget and the Tax-Cap
- Sexual Harassment Prevention Training is required of all staff and Trustees. Links for the NYS training videos will be emailed to all; feedback form will be included

Adjournment:

- Motion to adjourn was made at 9:04pm by Will Farrell and seconded by Mark Cambalik; all were in favor and the motion passed.

Respectfully submitted by:

Secretary

Donna Ebanks