

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
December 12, 2019 - 7pm

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

Present were: Will Farrell, President; Joe Egan, Vice President; Trustee, Valerie Smith; Trustee; David Padilla, Trustee; George Hickey, Trustee John Reynolds; Darren Lanspery, Director; Mayleen Torres-Rivera, Bookkeeper; Donna Ebanks, Secretary.

Guest: Stuart Auchincloss – MHLS Board member

Excused: Trustee Mark Cambalik

Public: Dr. Katherine Bienkafner (arrived at 7:10pm)

Jennifer Capicchioni of Nugent & Haeussler was present and reviewed the 2018 audit report with the Board.

Noted:

- Clean opinion was issued on the Library's internal controls
- Recommendations were made for the purchase order process
- Recommendation the Board revise the Investment Policy

Public Comment:

Mr. Auchincloss spoke on the following topics:

- Public library's current challenges with providing e-books for their patrons
- Encouraged all to participate in Library Lobby Day on Tuesday, February 25th
- The importance of libraries supporting the 2020 census
- How MHLS works with member libraries

Mr. Auchincloss left the meeting at 7:38pm.

Correspondence: None

Secretary's Report:

→ Motion to accept the November 14, 2019 Board meeting minutes was made by J. Egan and seconded by G. Hickey; all were in favor and the motion passed.

Financial Report:

Noted:

- NYS Retirement invoice is available for early payment discount
 - Check with retirement system for adjustment to bill for prior payments
 - Spend-down on book budget is still active
 - Quotes needed for alarm system per PPL Purchasing Policy
 - Line items for 2020 budget were reviewed and adjusted
 - tax cap report and the sales tax report that are both due in December have been filed
- Motion to approve the November bills pending audit was made by J. Egan and seconded by George Hickey; all were in favor and the motion passed
- Motion to approve the new purchase orders including the addition of Cross Landscaping was made by G. Hickey and seconded by J. Egan; all were in favor and the motion passed.

- Motion to approve the checks pending audit was made by V. Smith and seconded by D. Padilla; all were in favor and the motion passed.
- Motion to approve the transfers as follows: \$15,000 from the savings account to the debit card account; \$40,000 from the savings to the checking account to cover checks and NYS retirement invoice. Motion amended to include Treasurer Mayleen Torres-Rivera's Plattekill Public Library Financial Projection as follows: \$30,000 to the contingency fund; \$20,000 to the capital fund, was made by J. Egan and seconded by G. Hickey; all were in favor and the motion passed.
- Motion to approve the line item budget as presented by the Treasures with changes for the 2020 budget was made by V. Smith and seconded by J. Egan; all were in favor and the motion passed.

8:07 George Hickey was excused to attend the Zoning Board meeting.

Director's Report

Was read and discussed:

- Newsletter was distributed broadly via email to library patrons
- Cleaning and snow plowing services have begun
- New Overdrive e-books and audio are seeing active checkouts
- Attended MHLS Advocates and Ambassadors workshop

V. Smith recommended that the newsletter include personal stories from library patrons about their library experience at the PPL.

Committee Reports:

The Technology Committee met on November 21; minutes were sent to Board prior to this meeting.

Unfinished Business:

- All building services are in order
 - D. Lanspery said Treasurer M. Torres-Rivera recommended the following as signees for access to online banking: D. Lanspery, W. Farrell, and M. Torres-Rivera for the checking and debit card accounts
 - D. Lanspery is in the process of establishing 125 pre-tax payments for the employee healthcare contributions
 - Downstairs alarm is being worked on pending quotes per PPL Purchasing Policy
- Motion to approve online banking for the checking and debit card accounts was made by J. Egan and seconded by J Reynolds; V. Smith abstained. All others were in favor and the motion passed.

The Board engaged in a discussion on Trustees having private meetings behind closed doors:

W. Farrell stated:

- The Director can determine who he chooses to meet with.
- Feels that no Trustee should be sitting behind closed doors having private meetings or discussions with the Director or staff on a regular basis.
- The Trustee handbook notes Trustees should keep a professional relationship with the staff.
- No Trustee should be going into the office and shutting the door. Stopping in to say hi and offer encouragement is acceptable, but going in and shutting doors should not be done and has occurred on multiple occasions.

V. Smith inquired as to how W. Farrell determined it was multiple occasions?

V. Smith stated the Library office door is frequently closed due to the noise level in the Library at times, and that she does have conversations with the Director and staff in the office due to the noise.

New Business:

Discussion on moving the Board meetings to the first Thursday of the month:

- V. Smith stated that the first Thursday was too early in the month as some of the bank statements do not arrive until later.
- J. Reynolds is not available the third Thursday of each month.
- V. Smith noted that Trustees leaving in the middle of a Board meeting to attend another meeting should stop. W. Farrell stated that it did not have to stop as they are allowed if they have another obligation and noted that it was not every meeting.

9:16 G. Hickey returned to the meeting.

Discussion on bill submitted to the Board by J. Egan concerning his legal costs:

W. Farrell stated that in the past, the Board had been told that they were covered by liability insurance in the event they were sued. J. Egan felt he was being accused and felt he had to hire an attorney.

W. Farrell asked the Board if J. Egan's legal costs pertaining to the CD investments should be covered by the Library. W. Farrell believes this may be a Board decision.

W. Farrell stated that in the past, Trustees have been told that they are covered for liability by the Library's insurance. J. Egan retained an attorney for legal counsel regarding the CD investments and submitted a bill to the Library's insurance company and has been notified that his costs are not covered under this circumstance. W. Farrell noted that this was due to the Library not having proper coverage.

V. Smith noted that no legal action was being brought against J. Egan and he was not being sued. W. Farrell indicated that J. Egan was being threatened with legal action regarding the recent CD investments. V. Smith asked what legal action was J. Egan being threatened with? W. Farrell noted that had legal action been brought against J. Egan regarding the CD issues, he

needed to have legal counsel. V. Smith specified that no legal action was brought against J. Egan as the Board voted not to pursue legal action.

J. Egan said he was told that there was possible legal action.

W. Farrell inquired of the Board as to whether the Library should pay J. Egan's legal costs.

The Board responded as follows:

V. Smith: no, as it was Joe's choice to get legal counsel.

D. Padilla: how much are the fees? J. Egan: \$1,400.

D. Padilla: the situation needs to be examined further and requested J. Egan bring any letters he received from the attorneys to the Board.

D. Padilla: who hired the lawyers?

J. Egan: The Oversight Committee hired the attorneys.

V. Smith: The Board voted to hire the lawyers to handle two complaints, one as a whistleblower complaint and another complaint.

J. Egan: The Board voted to pay the attorneys and the Oversight Committee hired the attorneys.

G. Hickey: J. Egan is owed this money as he was not afforded due process with either representation or with being interviewed.

J. Reynolds: What was the clause that prohibited J. Egan from being reimbursed, and has that been corrected? The Board should have voted to cover J. Egan's legal costs and is inclined to believe that he should be reimbursed.

V. Smith: All new Board members may not be clear as to what happened and have not seen the attorney's determinations.

W. Farrell asked J. Egan to bring all documentation to the next meeting for continuation of the discussion, including the CHUBB (PPL insurance carrier) statement.

W. Farrell: Board determination will be made at the next meeting.

Discussion on increasing Library hours:

D. Lanspery has observed that the Library is active during the morning hours and proposed opening at 10am on two additional days starting in the spring. The Board concurred that this was a good idea.

Newspaper advertising:

D. Lanspery has been in touch with the editor of the Southern Ulster Times and they discussed options regarding advertising as well as press releases and calendar events at no charge.

Brush removal:

W. Farrell noted that local Boy Scouts could do the brush removal on Library grounds.

The Friends met on November 20, 2019. Staff liaison's report sent prior to this meeting.

Adjournment:

→ Motion to adjourn was made at 9:48pm by D. Padilla and seconded by J. Egan.

Respectfully submitted by:

Donna Ebanks

Secretary