

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
December 9, 2020

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

The meeting was called to order at 7:03 pm with the Pledge of Allegiance.

Present were: Will Farrell, President; Joe Egan, Vice President; Mark Cambalik, Trustee; John Reynolds, Trustee; Darren Lanspery, Director; Mayleen Torres-Rivera, Treasurer; Donna Ebanks, Secretary.

Absent: George Hickey; Jasmine Vasquez

Public Comment: None

Correspondence: None

Financial Report:

Was read and discussed.

- November expenditures were within the normal range
- Motion to approve the November payroll was made by J. Egan and seconded by P. Johnson; all were in favor and the motion passed.
- Motion to approve the checks pending audit was made by W. Farrell and seconded by M. Cambalik; all were in favor and the motion passed.
- Motion to approve the new purchase orders as follows: Cross Landscaping 2020 snow plowing installment for \$660; Cross Landscaping 2021 snow plowing contract for \$2,640; Selective Insurance 2021 Commercial Insurance contract for \$2,500, was made by J. Egan and seconded by J. Reynolds; all were in favor and the motion passed.
- Motion to accept the warrant of checks was made by W. Farrell and seconded by J. Reynolds; all were in favor and the motion passed.
- Motion to approve the recommended transfers as follows: \$1000 to the M&T Debit card; \$10,000 to the corporate general checking account; \$10,000 to the payroll account; \$114,219 to the capital fund from the general savings account and \$35,000 to the contingency fund from the general savings account, was made by W. Farrell and seconded by M. Cambalik; all were in favor and the motion passed.
- Motion to approve the following transfers as stated: \$2322.82 to the debit card account; \$9671.73 to the checking account; \$17,242.53 to the payroll account to cover expenses into January 2021 was made by J. Egan and seconded by J. Reynolds; all were in favor and the motion passed.

Secretary's Report:

- Motion to approve the November 12, 2020 Regular Board meeting minutes was made by J. Egan and seconded by P. Johnson; all were in favor and the motion passed.

Director's Report:

Was read and discussed

- Cleaning out of shed is progressing
- Group meetings in the Community Room are suspended due to Covid 19
- Two evening virtual events are scheduled for December
- The monthly Kids Craft Pack Pick-up program continues to be very popular
- The library survey has concluded

Committee Reports:

- Technology Committee met on November 18; M. Cambalik briefed the Board
- Plans & Operations met on November 23; M. Cambalik briefed the Board
- Budget & Finance met on December 7; W. Farrell briefed the Board
- Policy Committee should set a meeting date

Unfinished Business:

- Motion to accept the revised 2021 holiday calendar was made by W. Farrell and seconded by J. Egan; all were in favor and the motion passed.

New Business:

For discussion at January 2021 BOT meeting:

Darren noted that the new standards for libraries are coming up in 2021. This requires that every five years all policies as well as the by-laws are reviewed and revised as necessary, and approved by a Board vote.

Motion to adjourn was made at 8:06pm by W. Farrell and seconded by J. Egan; all were in favor.

Respectfully submitted by:
Secretary
Donna Ebanks