

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

The meeting was called to order at 7:00 pm with the Pledge of Allegiance.

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

Trustee John Reynolds will be arriving late.

Guest: Jasmine Vazquez

Member of the public: Luz Ledesma – former Board member

Introduction of Candidate for Trustee:

Board President W. Farrell introduced Town of Plattekill resident Jasmine Vazquez to the Board. Ms. Vazquez is an avid library user and expressed an interest in the possibility of joining the Board to fill the remaining term of Trustee D. Padilla who resigned last month.

- Motion to invite Jasmine Vazquez to join the Plattekill Public Library Board of Trustees was made by W. Farrell and seconded by J. Egan. All were in favor and the motion passed.

The Board oath was administered by W. Farrell and Ms. Vazquez was sworn in as a Trustee with her position being effective immediately. Ms. Vazquez was informed that she should have the oath document notarized and returned to the Board Secretary.

Public Comment:

Luz Ledesma addressed the Board.

Correspondence: None

None

Financial Report:

Items of Note

- Tax levy check received from the Town and deposited
- NYS Annual Report was completed by DL and MTR and submitted to MHLS
- Budget is still on track
- Motion needed to approve payment of unused employee sick time
- Building and liability insurance has been paid in full to avoid monthly fees

7:15: J. Reynolds arrived.

- Motion to approve the January 2020 payroll was made by J. Egan and seconded by V. Smith; all were in favor and the motion passed.
- Motion to approve the transfers as set forth in the Treasurer's summary was made by V. Smith and seconded by J. Egan; all were in favor and the motion passed.

- Motion to approve the checks pending audit was made by J. Egan and seconded by V. Smith; all were in favor and the motion passed.
- Motion to approve payment of the employees' unused sick time was made by J. Egan and seconded by G. Hickey; all were in favor and the motion passed.
- Motion to approve the purchase orders as set forth in the Treasurer's summary was made by V. Smith and seconded by W. Farrell; all were in favor and the motion passed.
- Motion to deposit \$28,000 back into the contingency account from the savings account was made by V. Smith and seconded by J. Egan; all were in favor and the motion passed.
- Motion to approve the January payroll was made by J. Egan and seconded by V. Smith; all were in favor and the motion passed.
- Motion to approve the transfers as set forward in the Treasurer's summary was made by V. Smith and seconded by J. Egan; all were in favor and the motion passed.
- Motion to approve the checks pending audit was made by J. Egan and seconded by V. Smith; all were in favor and the motion passed.

Secretary's Report:

- Motion to amend the January 2020 monthly Board meeting minutes to include the attachment of the ADT quote was made by V. Smith and seconded by J. Egan; all were in favor and the motion passed.
- Motion to approve the January 9, 2020, Regular Board meeting minutes as amended with the ADT quote attached with the additional applied twenty percent discount, was made by V. Smith and seconded by M. Cambalik; all were in favor and the motion passed.
- Motion to table acceptance of the January 30th Special Board Meeting minutes was made by G. Hickey and seconded by V. Smith; all were in favor and the motion passed.

Director's Report

Items discussed:

- New flooring was installed in office
- Updated alarm system is in place
- Locks have been changed on doors
- Discussion on Hoopla library database
- Library Lobby Day is February 25th
- Energy audit and facility plan needed

Committee Reports:

Personnel Committee met on January 15; minutes were distributed prior to this meeting.

J. Egan, Chair of the Personnel Committee, reported on the following:

- Bereavement leave time for staff - Policy Committee needs to research a policy
- Staff pay raises should go to the Budget & Finance Committee for 2021 budget plan
- Dental and vision insurance for employees should be researched for costs

G. Hickey, Chair of the Technology Committee reported on the following:

- New phone lines and the purchase of new phones with Optimum service
- Higher Internet speed
- MHLS Technology Support Contract

8:04: J. Egan was excused from the meeting.

- Motion to allow D. Lanspery to enter into a contract with Optimum for faster Internet service at \$49.96 per month was made by G. Hickey and seconded by V. Smith; all were in favor and the motion passed.
- Motion to approve a \$1,500 per year expenditure for D. Lanspery to engage with MHLS in a support^l contract was made by G. Hickey and seconded by V. Smith; all were in favor and the motion passed.

Unfinished Business:

Items discussed:

- Annual external audit
 - Bill submitted by J. Egan for legal fees
 - Letter sent to J. Georghiou re repayment of monies paid in lieu of medical insurance
- Motion to approve payment in the amount of \$1,400 to cover the legal fees paid by J. Egan to his attorney was made by W. Farrell and seconded by G. Hickey. On the vote: YES: WF; GH; JR. NO: VS; ABSTENTIONS: MC; JV. Motion failed.
 - Motion to end discussion on the M&T investment was made by G. Hickey and seconded by J. Reynolds. On the vote: YES – WF; GH; JR. NO – VS. ABSTENTIONS – MC. Motion failed.
 - Motion to have Jasmine Vasquez join the Policy Committee and the Grants Committee with G. Hickey as Chair of Policy Committee and M. Cambalik Chair of the Technology Committee was made by W. Farrell and seconded by J. Reynolds. On the Vote: YES – WF; GH; MC; JR. ABSTENTIONS – VS. Motion passed.
 - Motion to accept the Section 125 Certificate of Resolution as written was made by V. Smith and seconded by G. Hickey; all were in favor and the motion passed:

CERTIFICATE OF RESOLUTION

The undersigned authorized representative of Plattekill Public Library (the Employer) hereby certifies that the following resolutions were adopted by the governing body of the Employer on February 13, 2020, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Welfare Benefit Plan, effective December 01, 2019, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

RESOLVED, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that attached hereto as Exhibits, are true copies of Plattekill Public Library's Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

- Motion to appoint D. Lanspery as Administrator of the 125 plan was made by V. Smith and seconded by M. Cambalik; all were in favor and the motion passed.
- Motion to approve the second Wednesday of each month as the Regular Board Meeting date was made by M. Cambalik and seconded by J. Reynolds; all were in favor and the motion passed.

New Business:

Items discussed:

- New floor for library reception area
 - Purchase of new chairs for Community Room
 - Rotary using library baseball field for a spring program
 - 2021 Minimum Library Standards
- Motion to approve D. Lanspery to spend \$2550 as the maximum amount to be spent on the floor in the library reception area, from the office door to the stairway pending delivery of quotes was made by W. Farrell and seconded by J. Reynolds. On the Vote: YES – WF; JR; MC; GH. ABSTENTIONS: V. Smith. Motion passed.
 - Motion to approve \$1842 as the maximum amount to spend on sixty new chairs for the Community Room pending two more comparable quotes was made by W. Farrell and seconded by J. Reynolds. On the Vote: YES – WF; JR; MC; GH. ABSTENTIONS: V. Smith. Motion passed.
 - Motion to form an ad hoc Long-Term Planning Committee with M. Cambalik as chair was made by M. Cambalik and seconded by G. Hickey. On the Vote: YES – MC; GH; WF; RJ; JV. NO – VS. Motion passed.

Adjournment:

- Motion to adjourn made at 9:02pm by G. Hickey.

Respectfully submitted by:

Secretary

Donna Ebanks
