

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
July 15, 2020

Note: This meeting was held virtually via GoToMeeting

The meeting was called to order at 7:01 pm.

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

Excused: George Hickey

Public Comment:

None

Correspondence:

None

Financial Report:

Items of note

- Spending is keeping within budgeted amounts
 - Motion to approve payment of the bills pending audit was made by Joe Egan and seconded by John Reynolds; all were in favor and the motion passed.
 - Motion to accept the purchase orders as written below, was made by Mark Cambalik and seconded by Valerie Smith: all were in favor and the motion passed.
 - Vivid Cleaning - \$1000 increase to cover costs of daily COVID 19 sanitation requirements
 - Summer Reading Program - \$184 for new virtual performance events
 - Amazon.com - \$1000 to cover COVID 19 supplies
 - Revised purchase order for WB Mason -\$1000 for COVID 19 supplies and \$500 for office supplies
 - Motion to approve the authorized transfers according to the Bookkeeper's report was made by Valerie Smith and seconded by Mark Cambalik; all were in favor and the motion passed.
 - Motion to approve the warrant of checks was made by John Reynolds and seconded by Joe Egan; all were in favor and the motion passed.

Secretary's Report:

- Motion to accept the June 10, 2020 Board meeting minutes was made by Valerie Smith and seconded by Mark Cambalik; all were in favor and the motion passed.

Director's Report:

Was read and discussed.

- Library staff are paying strict attention to COVID 19 PPE safety requirements and social distancing
- Curbside services are active and other services now offered include faxing, printing and computer use by patrons

- Summer Reading Program is active with approximately 50 registered participants
 - Library Director's Civil Service Certification is complete
- Motion to approve the hiring of Madeleine Grace as a part-time clerk for 15 to 20 hours per week was made by Will Farrell and seconded by Joe Egan; all were in favor and the motion passed.
- Motion to approve the Director's Annual Report of 2019 to the Community was made by Valerie Smith and seconded by Mark Cambalik; all were in favor and the motion passed.

Committee Reports:

Minutes for the following meetings were distributed prior to this Board meeting:

Building & Grounds Committee met on 6/16/2020

Budget & Finance Committee met on 6/24/2020

Personnel Committee met on 6/29/2020

Tech Committee met on 7/1/2020

Budget & Finance Committee met on 7/13/2020

Unfinished Business:

Library will be opening by appointment only in the upcoming weeks to allow patrons to browse and check out items.

New Business:

The Election Timeline will be prepared and then presented at the August Board meeting.

- Motion to hold the Budget and Trustee vote on Tuesday, September 22, 2020 was made by Joe Egan and seconded by John Reynolds.
On the vote:
YES – Mark Cambalik; Jasmine Vazquez; Joe Egan; John Reynolds; Will Farrell.
NO – Valerie Smith
Motion passed.

Adjournment:

- Motion to adjourn was made by at 8:42pm by Will Farrell and seconded by Joe Egan; all were in favor and the motion passed.

Respectfully submitted by:
Secretary
Donna Ebanks