

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
June 10, 2020

Note: This meeting was held virtually via GoToMeeting

The meeting was called to order at 7:04 pm.

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

Excused: John Reynolds; Jasmine Vazquez

On behalf of all Board members, Will Farrell recognized all the first responders serving our communities.

Public Comment:

None

Correspondence:

None

Financial Report:

- NYS quarterly sales tax return has been filed
- New purchase order for WB Mason to cover costs of Covid 19 PPE
- Treasurer will create new line item for Covid 19 purchases
- May spending was within the budgeted amounts
 - Motion to approve the May payroll was made by Will Farrell and seconded by Joe Egan; all were in favor and the motion passed.
 - Motion to approve the checks pending audit was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
 - Motion to approve the purchase order for WB Mason for the purchase of Covid 19 supplies was made by Mark Cambalik and seconded by George Hickey; all were in favor and the motion passed.
 - Motion to approve the line item changes as follows:
 - \$3000 from Professional Fees #7053 to Office Furniture #7145 to cover costs of office furniture
 - \$1000 from Non-SRP Paid Performers #9380 to Community Room #6067 to cover the internet/computer cabling for the Community Roomwas made by Joe Egan and seconded by Will Farrell; all were in favor and the motion passed.
 - Motion to approve the check detail was made by Will Farrell and seconded by Mark Cambalik; all were in favor and the motion passed.
 - Motion to approve the recommended transfers was made by Valerie Smith and seconded by Mark Cambalik; all were in favor and the motion passed.

Secretary's Report:

- Motion to accept the May 13, 2020 Regular Board Meeting minutes was made by George Hickey and seconded by Mark Cambalik; all were in favor and the motion passed.

Director's Report:

Was read and discussed.

- Public computers moved to Community Room in preparation for partial opening
- Use of electronic resources continues to grow
- Curbside pickup starts June 15
- Summer Reading Programs slated to begin on June 27

Committee Reports:

Committee Chairs reported on the following meetings:

Technology Committee met on May 18

Policy Committee met on May 20

Budget & Finance Committee met on May 22

Personal Committee met on June 4

- G. Hickey expressed that Darren should be acknowledged for all of the effort he put into organizing the Covid 19 plan for reopening the library.

Unfinished Business:

Curbside pickup begins on 6/15/20; patrons can call or email to arrange getting items.

- Motion to approve two more days pay until returning to regular hours on Monday, June 15th, was made by Will Farrell and seconded by George Hickey; all were in favor and the motion passed.

New Business:

- Motion to approve Vivid Cleaning as the service to clean the library's restrooms daily, at a cost of \$50 per week, starting at D. Lanspery's discretion, was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
- Motion to approve the Business Safety Plan was made by Valerie Smith and seconded by George Hickey; all were in favor and the motion passed.
- Motion to accept the Plattekill Public Library 2020 Reopening Plan was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
- Motion to accept the Pandemic Response Plan service level with social distancing was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
- Motion to send our facility use agreements/facility use policies to attorney Robert Schofield for his inspection and recommendations to make sure we are covered, was made by Valerie Smith and seconded by Will Farrell; Joe Egan opposed; all others were in favor and the motion passed.

- Motion to have George Hickey send the Pandemic Policy to Robert Schofield for his expertise, was made by Will Farrell and seconded by Joe Egan; all were in favor and the motion passed.

Adjournment:

- Motion to adjourn was made by George Hickey and seconded by Joe Egan; all were in favor and the meeting adjourned.

Respectfully submitted by:

Secretary

Donna Ebanks