

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
March 11, 2020

The meeting was called to order at 7:05 pm with the Pledge of Allegiance.

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

Excused: Valerie Smith, Trustee; Donna Ebanks, Secretary

Trustee John Reynolds will be arriving late.

Public Comment:

None

Correspondence: None

Invitation to participate in the Memorial Day Parade. The Friends have expressed an interest in participating.

Financial Report:

Items of Note

- New Purchase orders need approval
 - February expenses were within the budget
- Motion to approve payment of the February payroll was made by Joe Egan and seconded George Hickey; all were in favor and the motion passed.
- Motion to accept the checks pending audit was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
- Motion to accept the purchase orders for Abbey Carpet in the amount of \$2516 was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
- Motion to accept the purchase order for Seating Expert for the Community Room chairs, in the amount of \$1800.42 was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed
- Motion to accept the purchase order for Bookpage magazine in the amount of \$400 for the year was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
- Motion to accept purchase order for Verizon with a decrease of \$1500 down to \$500, for the year was made by Joe Egan and seconded by Mark Cambalik; all were in favor and the motion passed
- Motion to accept purchase order change for Optimum with an increase in the amount \$1500, up to \$3500 for the year, was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.
- Motion to approve the transfers as stated on page two of the Treasurer's report was made by George Hickey and seconded by Joe Egan; all were in favor and the motion passed.

Secretary's Report:

- Motion to approve the February Regular Board Meeting minutes was made by George Hickey and seconded by Mark Cambalik; all were in favor and the motion passed.
- Motion to accept the January 30, 2020 Special Board Meeting minutes was made by Joe Egan and seconded by Mark Cambalik; all were in favor and the motion passed.

Director's Report:

- Remaining \$1600 escrow money related to purchase of library property was received from the Town
 - D. Lanspery attended Advocacy Day and said a few words to Representatives Cahill and Skoufis
 - Community Room floor has been stripped and waxed
 - Phone system has been upgraded; new phones will be installed soon
 - Discussions with visiting Russian librarians was enlightening
- Motion to approve hiring Joe Dunseith for 10-15 hours per week at \$11.80 per hour was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.

Committee Reports:

Technology Committee met on March 2, 2020; minutes distributed prior to this meeting.

- Motion to approve purchasing three new Dell tower computers at \$549 each and one monitor, not to exceed \$1800 was made by Joe Egan and seconded by Mark Cambalik; all were in favor and the motion passed.

John Reynolds arrived at 8:08pm

Unfinished Business:

- Motion to approve Nugent & Haeussler to complete the AUD and 990 reports for \$2500 was made by George Hickey and seconded by Mark Cambalik; all were in favor and the motion passed.
- Motion to approve the Library opening an additional four hours a week starting April 3rd, 2020 was made by Joe Egan and seconded by George Hickey.

Board President Will Farrell will send a second letter to John Georghiou regarding repayment of monies paid in lieu of medical benefits.

D. Lanspery is planning how library services will be provided to patrons using the library to take the 2020 census.

- Motion to allow the Policy Committee to contact the library's attorney regarding policy changes made by the Committee was made by Will Farrell and seconded by John Reynolds; all were in favor and the motion passed.

→ Only the Board President and the Director are authorized to engage for legal services for questions directly related to HR and Operations was made by George Hickey and seconded by Mark Cambalik; all were in favor and the motion passed.

New Business:

- Building and Grounds Committee will meet on Thursday, March 19 to discuss the Boy Scout playground project and lawn maintenance services.
 - Personnel Committee Chair Joe Egan will send evaluation form to Committee members for the Director's six-month evaluation and then a meeting date will be set.
 - The Board engaged in a discussion on the 2019 Annual Report to The State.
 - Darren is looking into an institutional subscription to Talking Book and Braille Library.
- Motion to approve the Annual Report was made by George Hickey and seconded by Will Farrell; all were in favor and the motion passed.
- Motion to authorize the Library Director to close or limit access to the library during the COVID 19 pandemic was made by Joe Egan and seconded by George Hickey; all were in favor and the motion passed.

Adjournment: Meeting adjourned at 9:27pm.

Respectfully submitted by:
Secretary
Donna Ebanks