

Plattekill Public Library  
Board of Trustees Meeting  
May 9, 2019

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

Present were: Will Farrell, President; Luz Ledesma, Vice President; Valerie Smith, Trustee; Joe Egan, Trustee; Rose Guerrieri, Trustee; George Hickey, Trustee; John Georghiou, Interim Director; Mayleen Torres-Rivera, Bookkeeper; Donna Ebanks, Acting Director/Secretary  
David Padilla was excused.

**Financial Report:**

- M. Torres-Rivera has begun preparing for the annual audit and the 990 and AUD filings
- Nugent & Haeussler will be at the Library on May 22 to begin the audit
- Legal fees budget is nearing its limit; new purchase order is needed
- Creation of Trustee's Gmail accounts is still in progress
- Payroll is unchanged
- Working on setting up online banking to facilitate transfers
- W. Farrell asked what the balance of the 2018 budget was at the end of that year; the Treasurer will get back to him with that number
- Warrant of checks was circulated for signatures

The Board engaged in discussion regarding who the signers on the Library accounts should be. J. Georghiou will write a procedure list for the Board to review at the June Board meeting.

- Motion to make Treasurer Mayleen Torres-Rivera a signer on the General checking account as recommended by Robert Schofield was made by Joe Egan and seconded by Luz Ledesma. All were in favor and the motion passed.
- Motion to pay the bills pending audit was made by J. Egan and seconded by L. Ledesma. All were in favor and the motion passed.
- Motion to approved the payroll pending audit was made by L. Ledesma and seconded by W. Farrell. All were in favor and the motion passed.

**Public Comment:**

Town Councilman Darryl Matthews noted there will be a Town park presentation open to the public on May 15, at the Town Hall at 7pm.

**Correspondence:**

Response letter received from Town Supervisor Croce regarding recycling at the Library. Mr. Croce indicated that we may proceed with recycling at our own expense, he included a contact name and number for the Town's current service provider, and he also indicated that we may choose otherwise as well.

**Secretary's Report:**

Acceptance the April minutes was tabled to the June Board meeting.

**Acting Director's Report:**

Read and discussed.

**Committee Reports:**

Policy Comm met on April 16; meeting notes emailed prior to tonight's meeting

Policy Comm met on April 18; no meeting notes available

Tech Comm met informally on April 22 as D. Ebanks was unable to participate on that day

Budget & Finance Comm met on April 29; meeting notes emailed prior to tonight's meeting

Upcoming: Policy Comm meeting on 5/14 at 9am

Upcoming: Budget & Finance Comm meeting on 5/22 at 6pm

- Motion to approve the Surveillance Policy as written was made by Joe Egan and seconded by Will Farrell. All were in favor and the motion passed.
- Motion to approve the Sexual Harassment Policy was made by Joe Egan and seconded by Will Farrell. All were in favor and the motion passed.

**Unfinished Business:**

Exploratory Committee met with Town Board members Darryl Matthews and Dean DePew on April 19. Notes from this meeting were sent via email prior to tonight's meeting. It was noted that the Board will apply for the MHLS construction grant in 2020. The Board discussed the need to add money to the Legal Fees budget.

Email communication from R. Schofield indicated he would have follow-up information for the Board next week on the CD investments and revisions to by-laws.

- Motion to move \$5000. from the Capital Fund to legal fees for the potential building purchase was made by Joe Egan and seconded by Rose Guerrieri. All others were in favor and the motion passed.

**New Business:**

- 5/18: Trustee Essentials 9:30 AM - 12:30 PM; Kingston Lib. 55 Franklin Street, Kingston 12401
  - 5/21: Advanced Level Trustee Education: Strategic Thinking: Advocacy & Planning 5:30-8:30pm at the MHLS Auditorium
- Motion to enter into Executive Session at 8:06pm to discuss a legal and real estate matter regarding communication from our attorney was made by George Hickey and seconded by Joe Egan. All others were in favor and the motion passed.

The Board came out of Executive Session at 8:24pm

**Adjournment:**

- Motion to adjourn at 8:25 by Luz Ledesma and seconded by Joe Egan; motion passed.

Donna Ebanks  
Secretary