

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
November 14, 2019

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

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

Excused: Trustee John Reynolds

Public: Dr. Katherine Bienkafner

Note: Jennifer Capicchioni of Nugent & Haeussler was rescheduled for the December Board meeting to review the 2018 audit report.

Public Comment: None

Correspondence: None

Unfinished Business

Update on the purchase of the current Library property:

Contract of sale – Board resolution required to approve Board President Will Farrell attend the closing and complete the property purchase.

- Motion to authorize Board President William J. Farrell to attend the closing and to sign and deliver any and all documents necessary to finalize the purchase pursuant to said Contract and to arrange for filing of the Deed and Transfer documents with the Ulster County Clerk's Office, was made by Joe Egan and seconded by George Hickey. All were in favor and the motion passed.
- Motion to transfer \$190,000 from the capital fund to the savings account was made by Joe Egan and seconded by George Hickey. All were in favor and the motion passed.
- Motion to utilize \$71,250 from the general savings in support of the purchase of the building was made by George Hickey and seconded by Joe Egan. All were in favor and the motion passed.
- Motion to transfer \$8,000 from the general savings account to general checking to cover closing costs was made by Mark Cambalik and seconded by George Hickey. All were in favor and the motion passed.
- Motion for a certified check to be issued from the general savings account in the amount of \$261,250 for the balance of the purchase of the building was made by Joe Egan and seconded by George Hickey. All were in favor and the motion passed.
- Motion to approve payment of \$2,500 to property surveyors Brooks & Brooks for the survey summary was made by George Hickey and seconded by Mark Cambalik. All were in favor and the motion passed.
- Motion to approve payment of \$1,755 to attorney Moriello, for the payment of closing fees was made by George Hickey and seconded by David Padilla. All were in favor and the motion passed.
- Motion to approve payment of \$1,241 fee to the abstract company was made by George Hickey and seconded by Mark Cambalik. All were in favor and the motion passed.

- Motion to approve payment of \$310 for registration of the title with the Ulster County Clerk's office was made by David Padilla and seconded by Joe Egan. All were in favor and the motion passed.
- Motion to approve purchase orders associated with the purchase of the property was made by Joe Egan and seconded by Will Farrell. All were in favor and the motion passed.

George Hickey stated that it was important to note that the Library will be receiving a grant in 2020 in support of this purchase, that will reduce these costs by almost fifty percent.

W. Farrell announced that the closing would be taking place the following day, Friday, November 15, at 11am at the Town's attorney's office in Kingston. Will also stated that the Town's attorney said their may be a small refund from the escrow funds.

Financial Report

- Monthly budget is still on track with \$30,000 per month spending
 - \$245,947 is currently available in operating funds
- Motion to approve the October payroll was made by Joe Egan and seconded by George Hickey. All were in favor and the motion passed.
 - **Motion to approve the checks pending audit. NOTE: this motion was never completed.**
 - Motion to approve the purchase orders as follows: Joyce Zawistowski; Ready Refresh; Baker & Taylor and Overdrive, was made by Joe Egan and seconded by David Padilla.
 - Motion to approve the money transfers as stated was made by George Hickey and seconded by David Padilla. All were in favor and the motion passed.

J. Egan noted that a Budget & Finance Committee meeting is needed to set the budget line items before the December 12, 2019 Board meeting.

Mayleen Torres-Rivera distributed the proposed 2020 budget with the revised line items for Trustees to review for the December 12, 2019 Board meeting.

W. Farrell noted that the Building & Grounds Committee had reviewed the building insurance proposals that were submitted by three different providers and is recommending Selective Insurance.

- Motion to accept the Building & Grounds Committee's recommendation of Selective Insurance for an annual cost of \$2,908 was made by Joe Egan and seconded by David Padilla. Valerie Smith abstained; all others were in favor and the motion passed.

Secretary's Report:

- Motion to accept the October 10, 2019 Regular Board meeting minutes was made by Joe Egan and seconded by Mark Cambalik. George Hickey abstained; all others were in favor and the motion passed.

Director's Report

Some items discussed:

- D. Lanspery met with senior group and they expressed an interest in beginner computer classes
- Staff are creating bibliographies for patron's reading interests
- Hot water heater has been replaced by the Town
- Ulster County Sheriff's Narcan training was well received and five staff took the training
- Halloween Haunted House had excellent attendance

Committee Reports

V. Smith noted that minutes were not received from the Personnel Committee meeting. J. Egan stated that he sent an email explaining what the committee met for and what their recommendation would be.

The Personnel Committee met on October 21st to review employee health care provider options and recommends employees receiving medical benefits pay \$23 per week to cover the increased costs to the Library.

V. Smith objected to this recommendation noting that it would be a hardship on some of the employees as they have not had a raise in two years and receive little else in terms of benefits.

W. Farrell noted that the Library has always absorbed the costs of the increases and that it is standard business practice is to pass some of these costs onto employees.

J. Egan stated that other government agencies are also passing these costs onto their employees.

Discussion determined that D. Lanspery would research Section 125 to see if employee's payroll health plan contribution can be done as a pretax deduction.

→ Motion to offer the employees an MVP Gold health insurance plan where their contribution is \$23 per week was made by Joe Egan and seconded by David Padilla.
On the vote:
Yes: J. Egan; W. Farrell; D. Padilla; G. Hickey; M. Cambalik; **No:** V. Smith.
The motion passed.

G. Hickey offered that the Library needed to be sensitive to the taxpayers who are also contributing to their health care plan.

8:07pm: G. Hickey left to attend the Zoning Board meeting.

V. Smith stated that it should be noted that Committee meeting minutes are due a week before the Board meeting.

The Budget & Finance Committee met on October 31 to determine the dollar amounts for specific line items in the budget.

The Building & Grounds Committee met on November 5 to evaluate proposals received for services that were previously provided by the Town.

The Board engaged in a discussion of the appropriateness of Board members seeking bids for Library services. V. Smith stated that this practice opens the Board up to the possible liability of being seen as giving out favors, and is not within a Trustee's role. W. Farrell disagreed, stating that due to the pending building purchase, it was necessary for Trustees to participate in order to advance the process and that in the future it may be an exclusive function of the Director.

8:23pm: J. Egan left to attend the Zoning Board meeting.

- A new company will be providing drinking water for both the Library and Community Room at a lesser cost.
- D. Lanspery will research cleaning companies to service the Library and Community Room. Selected company should include a 30-day termination clause in the contract.
- D. Lanspery will also get quotes on floor waxing for the Community Room.

8:28pm: J. Egan and G. Hickey returned from Zoning Board meeting.

- Motion to authorize Director Darren Lanspery to enter into a snowplowing contract with Cross or Jacobini snow removal services once the scope of the job is verified, was made by Joe Egan and seconded by David Padilla. All were in favor and the motion passed.
- Motion to authorize Director Darren Lanspery to hire a flooring company at a cost that does not exceed \$2,500, was made by George Hickey and seconded by David Padilla. All were in favor and the motion passed.

(Continued)Unfinished Business

D. Lanspery discussed the Treasurer's request for setting up the online banking process and noted that signers have to be determined for the online service and approved by a Board motion. W. Farrell stated that he and Bookkeeper/Treasurer M. Torres-Rivera would be signers in addition to D. Lanspery. Levels of access were discussed, including a read-only option.

Further discussion determined that the Technology Committee would evaluate the risks of online banking before proceeding with set-up of signers.

Review of draft report outlining the implementation of the corrective action plan addressing the OSC audit was moved to the December Board meeting.

Google business email for non-profits was discussed. D. Lanspery provided the email format for the Trustees.

New Business:

D. Lanspery noted that it may be necessary to keep one Verizon phone line to support the alarm system.

Price quote is needed for extending the alarm system into the Community Room.

- Motion to authorize D. Lanspery to switch telephone service from Verizon to Optimum, and purchase all associated equipment, with the exception of keeping a Verizon line for the alarm system was made by D. Padilla and seconded by J. Egan. All were in favor and the motion passed.

Discussion of the Mid-Hudson Computer Network Support was tabled to the December Board meeting.

The Board engaged in a discussion on whether the Library should remain open on Veterans Day.

- Motion to approve the 2020 minimum wage increase was made by Joe Egan and seconded by George Hickey. All were in favor and the motion passed.
- Motion to revert back and close on Veterans Day was made by George Hickey and seconded by Joe Egan. All were in favor and the motion passed.
- Motion to accept the 2020 Holiday Calendar as amended to include closing on Veterans Day was made by Will Farrell and seconded by George Hickey. All were in favor and the motion passed.

Discussion on Trustees having private meetings with the Director and staff was tabled to the December Board meeting pending a response from R. Smith Aldrich to W. Farrell's email.

MHLS Workshop: Advocates & Ambassadors is scheduled for 12/12/19; registration required.

J. Egan stated that when there was an investigation at the Library, he had hired a lawyer and filed under the Library's insurance. J. Egan said that the investigation is ongoing, and then gave an envelope to D. Lanspery indicating that it contained copy of a bill from his lawyer. J. Egan said that he wanted the Library to have this in the event the Library's insurance company requests a copy.

Adjournment: The meeting adjourned at 9:21pm.

Respectfully submitted by:
Donna Ebanks
Secretary