

Plattekill Public Library
Regular Board of Trustees Meeting Minutes
October 10, 2019

The meeting was called to order at 7:02PM with the Pledge of Allegiance.

Present were: Will Farrell, President; Valerie Smith, Trustee; Joe Egan, Trustee; David Padilla, Trustee; Mark Cambalik, Trustee; John Reynolds, Trustee; Joyce Zawistowski, Interim Director; Mayleen Torres-Rivera, Bookkeeper; Donna Ebanks, Secretary.

Guest: Darren Lansperry

Excused: Trustee George Hickey

Election of Officers:

- Motion to nominate Will Farrell for President of the Board of Trustees was made by Joe Egan and seconded by John Reynolds. On the Vote:
No – V. Smith
Yes – J. Reynolds; W. Farrell; M. Cambalik; J. Egan; D. Padilla
The motion passed.
- Motion to nominate Joe Egan for Vice President was made by Will Farrell and seconded by David Padilla. On the vote:
No – V. Smith
Yes – J. Reynolds; W. Farrell; M. Cambalik; J. Egan; D. Padilla
The motion passed.
- Motion to enter into Executive Session at 7:04pm was made by W. Farrell and seconded by J. Egan. All were in favor and the motion passed.

The Board came out of Executive Session at 7:13pm.

- Motion to appoint Darren Lansperry as Director of the Plattekill Public Library was made by Joe Egan and seconded by John Reynolds. All were in favor and the motion passed.
- Motion to add Darren Lansperry to the medical plan as soon as possible was made by Valerie Smith and seconded by David Padilla. All were in favor and the motion passed.

V. Smith requested a copy of the new Director's signed contract. W. Farrell stated that a copy would remain at the Library.

W. Farrell noted that Darren is agreeable to a review at three months of employment and a formal review at six months of employment.

Public Comment: None

Correspondence: None

Financial Report:

- New Board members should create a Plattekill Library Gmail account following the provided example: jdoe.plattekill.lib@gmail.com

Discussion:

- Darren will now approve the check requests
- Mark Cambalik will do the check reconciliations
- Warrant of checks was circulated for signatures

V. Smith asked if the Library's insurance company had done an estimate of the cost for insuring the building. W. Farrell noted that an agent would be coming to the Library the following day.

- Motion to authorize Library Director Darren Lanspery as a signatory to all Library accounts was made by J. Egan and seconded by D. Padilla. All were in favor and the motion passed.
- Motion to transfer \$13,750 from the Capital fund to the General fund for the down payment of the building was made by J. Egan and seconded by M. Cambalik. All were in favor and the motion passed.
- Motion to request a transfer of \$20,000 from savings to payroll was made by J. Egan and seconded by J. Reynolds. All were in favor and the motion passed.
- Motion to request a transfer of \$10,000 from the savings account to the general checking account to cover the \$13,000 was made by J. Reynolds and seconded by D. Padilla. All were in favor and the motion passed.
- Motion to transfer \$2,000 from the savings account to the debit card account was made by D. Padilla and seconded by J. Egan. All were in favor and the motion passed.

Secretary's Report:

- Motion to accept the September 12, 2019 Regular Board meeting minutes was made by D. Padilla and seconded by J. Egan. M. Cambalik and J. Reynolds abstained. All others were in favor and the motion passed.
- Motion to accept the September 30, 2019 Special Board Meeting minutes was made by W. Farrell and seconded by J. Egan. J. Reynolds and M. Cambalik abstained. All others were in favor and the motion passed.

Acting Director's Report:

Was read and discussed.

Additional items:

- Auditor Jennifer Capicchioni of Nugent & Haeussler is scheduled to review the audit

with the Board at the November meeting.

- MHLS Board of Trustees would like to attend our November meeting, as well.

Committee Reports:

- Personnel Committee met on September 30, 2019; minutes are pending.
- Personnel Committee needs to meet to determine employee health care plan for Board vote at the November meeting.
- Budget Committee must meet to establish the budget line items.

Unfinished Business:

- Draft of Corrective Action Report that addresses the OSC report was sent to Board members prior to meeting for their review.
- The grant recommendation memo was signed by Board President Will Farrell and Interim Director Joyce Zawistowski and delivered to MHLS on schedule.

V. Smith noted that communication from MHLS regarding

New Business:

- Motion to purchase the property as stated on the contract of sale from the Town of Plattekill was made by J. Egan and D. Padilla. On the vote:
Yes – JE; DP; WF; JR; MC. No – VS. The motion passed.
- Motion have W. Farrell sign the contract and deliver the agreed down payment of \$13,750 was made by J. Egan and seconded by M. Cambalik. On the vote:
Yes – JE; DP; WF; JR; MC. No – VS. The motion passed.
- Motion to accept the Committee assignments as stated was made by J. Egan and seconded by D. Padilla. On the vote:
Yes – JE; DP; WF; JR; MC. No – VS. The motion passed.

M. Cambalik noted that as the Library moves forward with the purchase and then plans for a new Library, a Public Outreach Committee could be formed to engage the public in the process.

Adjournment:

- Motion to adjourn at 8:24pm by W. Farrell.

Respectfully submitted by:
Donna Ebanks
Secretary