



Dover Plains Library Board of Trustees Meeting -

7 pm, Wednesday, July 12, 2023

Call to Order: 7:05 pm

Roll Call

Present: Sharon McGreevey, Christine Bergin, Sue Allen, Steve Talleur, Barry Schibanoff, Joe Tchorzyk, Caroline Williams, Sue O'Hearn

Also Present: Amy Smith, director

Absent: Steve Kosar

Public Comment - none

Adoption of Previous Minutes

Motion: Approve revised June minutes: Tchorzyk, seconded Talleur, unanimously approved

Treasurer's Report - No report

Friends Liaison Report

Chris Bergin, the BOT's liaison to Friends of Dover Plains Library shared that the Friends' June Book Sale raised \$1677. Everyone was pleased at the results and agreed next year the Book Sale won't coincide with Dover's graduation weekend.

Director's Report - *see attached*

Old Business

1. Smith shared the new budget allocations for the DC APG related to the Bookmobile.
2. Smith explained progress on securing e-rate for DPL and recommended that DPL retain the services of Solix.

Motion: Smith will sign the Solix agreements. Talleur, seconded by Allen, Unanimously approved.

3. Smith shared the contract with Mobile Beacon that covers the hotspot for the Bookmobile.

New Business

1. Conflict of Interest Statements & Board Training Requirements.

Smith circulated Conflict of Interest statements and reviewed Board Training Requirements for 2023. All present BOT members signed and submitted Conflict of Interest statements for 2023; Smith will send one to the absent trustee by email. BOT requested that Smith email each Trustee to identify what they each still need to do to meet legal training requirements, including prevention of sexual harassment training.

BOT requested Smith invite Rebekah Smith-Aldrich to come for discussion of long-range planning and the BOT's roles for a future 414 vote. BOT also discussed the possibility of meeting as a group to do training, possibly on Open Meetings Law.

2. Proposed 2023 Budget

Motion: Increase the income from savings to \$22,200. Talleur, seconded by Allen. Unanimously approved

Motion: Approve 2023 Budget. Talleur, Seconded by McGreevey. Unanimously approved

3. Finance Committee Updates and Commercial Savings Account as Reserve Fund

Asst Treasurer Talleur handed out information on DPL's bank accounts. Talleur made multiple recommendations for changes to the library's accounts.

DPL has an account turned over by the disbanded Friends group. Talleur recommends a \$5000 check from the old Friends account be given to the new Friends group that is a separate legal and financial entity. Remainder in the old Friends account would then be transferred into DPL's Operating account. Talleur also recommends that the old Friends CD be turned over to the new Friends group. This would leave DPL with only two accounts at Salisbury Bank: Operating and Bopp CD.

Discussion to increase the amount of check to \$6000.

Motion: Friends CD gets transferred to new Friends and \$6000 check from old Friends account to new Friends. Talleur. Seconded by Tchorzyk. Unanimously approved.

Motion: Close the old Friends account after the check clears, with remaining balance transferred into the Operating Account. McGreevey, seconded by Tchorzyk. Unanimously approved.

Motion: Eliminate the Petty Cash checking account by September 2023. Remaining balance to be transferred to the Operating account. Talleur, seconded by O'Hearn. Unanimously approved.

Motion: Apply for a commercial credit card and develop policies for its use. Williams, seconded by Allen. Unanimously approved

Motion: Move Commercial Savings account to a Money Market account, hereafter referred to as Reserve Account. The Finance Committee will develop policy to define the intent and purposes of the Reserve Account. Talleur, seconded by McGreevey. Unanimously approved.

4. MHLS Tech Support contract

Motion: To allow Smith to contract with MHLS for Tech support at Basic All-Inclusive level. Tchorzyk, seconded by O'Hearn. Unanimously approved.

5. Approval of July Warrant

Smith explained the purpose of using a warrant system and the need for internal financial controls that included BOT approval of monthly expenditures. Discussion of third person to review warrant; Tchorzyk volunteered. Smith prepared the warrant; Talleur reviewed and signed the checks; Tchorzyk reviewed and signed off on the warrant.

Motion: Approve July warrant with \$10,910.28 in expenditures. McGreevey, seconded by O'Hearn

6. Paychex Flex Time Management tools

BOT requested Smith investigate the digital time clock option offered by PayChex to manage DPL staff timesheets. Paychex Flex Time Management would require employees to sign in online at the beginning of their shift and sign out. The software would automatically calculate timesheets and submit them to PayChex for creation of pay checks which would then need to be authorized by Smith. BOT question what if someone made a mistake or forgot. Smith would be the administrator and could make manual changes when employees brought a program to her attention. Currently timesheets are paper documents and Smith calculates accrued PTO manually. The software would cost DPL an additional \$38.30 per month.

Smith said that staff were already learning different technical aspects to their roles and that lateness is not an issue that she has seen. Smith will digitize accrued PTO for the remainder of 2023, and the Board will revisit the possibility of paying for the software in January of 2024.

7. Proposed Standing Board Committees (Finance; Facilities; Personnel & Policies)

Talleur raised the idea that he favors there being permanent BOT committees that would meet outside of regular Board meetings to work out the details of different issues and then make recommendations to the full BOT at their regular meetings. He presented this as a way to keep Board meetings efficient. In lieu of a full discussion of the idea, Tableau suggested that Trustees think about which of the three committees would interest them most.

8. BOT members & library fines

At the request of President McGreevey, Smith presented going fine free to the Board. In 2022, DPL took in \$508.24 in fines, less than .01% of the annual budget. Smith explained how going fine free works for MHLS libraries and that if someone did not return an item within a specified period of time after the due date, they would be charged replacement cost for that item which, most of the time, means the card gets blocked as that is system policy on accounts that owe \$10 or more.

Motion: DPL will cease charging fines & forgive past fines. Bergin, seconded by Talleur. Unanimously approved

9. Emergency contacts for NYCONN & Fire alarm repair

Smith will contact Sue Jackson at Town of DOver about replacing the broken smoke detector, as requested by Wingdale Fire Dept. Smith will add McGreevey, Talleur, Allen and Schibanoff as emergency contacts, in lieu of other staff members.

10. Board minutes recorder position vacancy.

Staff member Lois Cornwall resigned from the role of recorder for the Board's minutes. The Secretary would still like for there to be a recorder.

Motion: Recorder will be paid a \$40 flat rate per BOT meeting. Smith will offer this to current clerks. Allen, seconded by Barry. Unanimously approved

11. Upcoming grant opportunities: Broadband, Community Foundations
Postponed for discussion at a later date due to time constraints.

Public Comment - none

Adjournment at 9:59 pm: Motion by Talleur, seconded by O'Hearn. Unanimously approved.

Next BOT Meeting: Wednesday, Aug 2 at 7 pm

Respectfully submitted by Amy Smith
Signed, Caroline Williams, Secretary
BOT approved 8/2/23
