



Dover Plains Library Board of Trustees Meeting -

7 pm, Wednesday, Aug 2, 2023

Call to Order: 7:01 pm

Roll Call: Sharon McGreevy, Sue O'Hearn, Caroline Williams, Joe Tchorzyk, Steve Talleur, Chris Bergin, Sue Allen (present until 7:53 pm)

Also present: Amy Smith, Director

Absent: Steve Kosar

Public Comment - none

Motion: Enter Executive Session: McGreevey, seconded Tchorzyk. Unanimously passed.

Reason: Personnel concerns

Started 7:01 pm - Ended: 7:53 pm

Motion: Leave Executive Session: McGreevey, seconded Talleur, Unanimously passed.

Adoption of Previous Minutes

Motion: Adopt July BOT meeting minutes, Talleur, seconded McGreevey. Unanimously passed

Treasurer's Report [See attached]

Steve Talleur presented for Steve Kosar.

Motion: Accept the Treasurer's Report, Williams, seconded O'Hearn. Unanimously passed

Approval of August Warrant

Motion: Approve the August Warrant (prepared by Smith, reviewed by Talleur and Tchorzyk) McGreevey, seconded Williams. Unanimously passed

Director's Report [See attached]

Brief discussion on broken computer chair at public terminal and other office chair. Agreed will try various spare chairs for public computer and purchase new chair for Director who is too tall for current office chair.

Old Business

1. **Smith-Aldrich meeting with DPL BOT-** Smith reported Smith-Aldrich's suggestions on topics for her meeting with DPL BOT. BOT prefer a meeting time other than during regularly scheduled monthly meeting. Suggested for an hour prior to regular meeting. Smith will schedule with Smith-Aldrich.
2. **Update on DPL being Fine Free** - DPL went fine free as of August 1, 2023. There may be some lingering issues with individual items. Staff have been told to waive fines on DPL items checked out at DPL. Smith requested Laurie Sheldrick wipe old fines on DPL

items in keeping with the new policy. Replacement costs are not affected by fine clearing.

3. **Update on wheelchair lift repair in Bookmobile** - Smith relayed information from MobilityWorks of East Hartford. Issue with the wheelchair lift is electrical. New parts and panel ordered but parts coming from Arizona and not yet arrived. As of yet, they are unable to give us a timeline. Smith will inform BOT by email as soon as she gets any updated information.
4. **Update MHLS Tech Support contract** - As directed, Smith informed MHLS Tech that DPL would like to engage in a Tech Support Contract. An MHLS Tech staff member will visit DPL on Thursday, 8/3/23 to review DPL's equipment and prioritize updates.
5. **Niche Academy invite emails** - BOT reminded to complete Prevention of Sexual Harassment training on Niche Academy and to check email for invitation sent by Smith. Discussion of how effective Niche Academy seems led to BOT asking Smith to look into promoting use of Niche by the public.
6. **Board minutes recorder position vacancy** - Position was offered to all current staff without any interest. Smith shared a Job description for the role.

Motion: Accept revised Job Description for Minutes Recorder position and distribute, Talleur, seconded McGreevy, unanimously passed.

New Business

1. **Finance Committee** - Commercial Savings Account as Reserve Fund
Discussion of motion from July 2023 meeting to change Commercial Savings into Money Market which will earn 4% interest, rename it "Reserve Fund" and policy developed to identify the purpose of the money. Talleur presented information that DPL cannot use its savings to pay for building updates such as a new roof.

Discussion of where the money in the current savings account came from. General agreement that \$50,000 of the Savings was an Endowment from Mrs. Perkins. Discussion of how to use that money as it was not earmarked on donation. Suggestion to use that money to cover maintenance & physical costs of the Bookmobile at the rate of \$10,000 a year for 5 years.

Motion: Earmark \$50,000 of Savings account (soon to be Money Market Acct) to be used to pay for physical costs of the Bookmobile at rate of \$10 k per year for 5 years. Talleur, seconded McGreevy. Unanimously passed.

2. **Proposed Standing Board Committees (Finance; Facilities; Personnel & Policies)**
Brief discussion outlining the proposed purview of the 3 Board committees. General purpose of each committee is to review issues and policies pertaining to their sphere and to make recommendations to the Board of Trustees as a whole for their approval. All committees will meet 3 out of the 4 next months.

Finance: McGreevy, Talleur, Williams: Meetings - Wed 8/23 & 9/27 & 10/25 at 6 pm

Facilities: Schibanoff, Tchorzyk, Allen: Meetings will be scheduled after meeting with Smith-Aldrich about development of a Facilities Plan

Personnel & Policies: McGreevey, O'Hearn, Bergin: Meeting - Wed 9/13 at 6 pm

3. **Upcoming grant opportunities:** Public Wi-Fi Enhancement, APG for Collaborative Programming: BoT approves Smith will submit
Motion: Approve of Smith submitting grant proposals for equipment and programs. Williams, seconded O'Hearn, unanimously passed
4. Williams brought to BOT attention that DPL supporter Cindy Snow passed away. BOT appreciative of Snow's steadfast support of many things at DPL and agreed with Williams to request that the Friends of Dover Public Library make a donation in her honor to either Miles of Hope Breast Cancer Foundation or the NECC, in keeping with suggestions from Snow's family.
5. Discussion of things BOT would like the Director to bring to the Town's attention with regard to the state of the grounds and building. The Director will meet with the Town Supervisor to review the grounds and condition of the following: railing, front steps, ramp, and sidewalk. Also the Director will request a replacement sign for the second Electric charging station.

Public Comment- none

Motion to adjourn at 9:16 pm: Talleur, seconded Bergin. Unanimously passed

Next BOT Meeting: Wednesday, September 6, 2023

Respectfully submitted, A. Smith, recorder
Caroline Williams, BOT Secretary

Signed copy on file at the library.