

**Dover Plains Library Board of Trustees Meeting Minutes**  
**7 pm, Wednesday, Sept 6, 2023**

**Call to Order: 7:10 pm**

**Roll Call:** Sharon McGreevy, Sue O'Hearn, Caroline Williams, Joe Tchorzyk, Steve Talleur, Chris Bergin, Sue Allen

**Also present:** Amy Smith, director

**Public Comment** - none

**Adoption of August Minutes**

Correction in spelling of one Board Member's surname.

**Motion:** Adopt minutes from August BOT meeting, Talleur, seconded by Tchorzyk. Unanimously passed.

**Treasurer's Report** - none provided

**Approval of the September Warrant**

**Motion:** Approve Sept warrant, McGreevy, seconded Bergin. Unanimously passed.

**Director's Report** - see attached

**Old Business**

1. **Update on Bookmobile, repair & schedule** - Bookmobile is back. Thanks to Barry Schibanoff for his help getting the Bookmobile to and from the repair place. Staffing issues are currently limiting the ability to schedule Bookmobile for programs/ events. Trustee Bergin is willing to meet Lisa at High Meadow for Bookmobile Storytime or other programs there.
2. **Update on lawsuit** - Lawyer Craig Curcio was hired by Utica to represent the library's interests in the pending liability suit in which the library is named as a defendant. Currently the library case is in discovery and requests have been made for documents from the plaintiff's lawyer to document the claim. Once those documents have been received, any necessary depositions on the library's behalf will be scheduled. Utica and Curcio will keep the director informed as the process continues.
3. **Board completion of Prevention of Sexual Harassment Training:** 4 trustees still need to complete their training.
4. **Public Wi-Fi Enhancement grant, equipment update:** Given the state of DPL's networking equipment, the director did not apply for grant money for additional access points to expand the exterior WiFi. Recommendation to purchase new router and then, with MHLS Tech Support assistance, re-network using currently owned access points.

**New Business**

1. **Job Descriptions for Part-Time Employees** - see attached

**Motion:** Approve the job descriptions for Program Assistant and Social Media/ Marketing Assistant presented by the director, O’Hearn, seconded by Schibanoff. Unanimously passed.

2. **Proposed equipment change in Director’s Report:** Director presented an option to purchase a 4-in-1 machine and end lease on copier.

**Motion:** Purchase 4-in-one machine, get rid of fax phone line and collapse to single modem, Talleur, seconded Tchorzyk. Unanimously passed.

**Motion:** Buy the advanced router recommended by MHLS: Talleur, seconded Allen. Unanimously passed.

3. **Dover Day!** - 2 pm is when library leaders will thank the community and show off the Bookmobile. Invitations by email to politicians. Director will invite Rebekkah Smith-Aldrich (MHLS). Trustees asked to please attend if possible.

4. **Finance Committee search for bookkeeper** - In 2024, Steve Kosar will be the library’s accountant but not bookkeeper. The Finance committee will talk to multiple bookkeepers and recommend one for hiring to the Board.

5. **Opening on Board** - as of Jan 2024, there will be an open seat on the library board. The director will advertise this on the library’s website and in the newsletter. Any interested persons are invited to attend a Board Meeting.

**Public Comment** - none

**Motion:** Enter Executive Session: Tchorzyk, seconded Bergin. Unanimously passed.

**Reason:** Personnel concerns.

**Started - 8:39 pm - Ended 8:49 pm.**

**Motion:** Leave Executive Session: Schibanoff, seconded Tchorzyk. Unanimously passed.

**Motion to Adjourn at 8:53 pm:** Talleur, seconded Bergin. Unanimously passed.

**Next BOT Meeting:** Wednesday, October 4, 2023

Respectfully submitted:

A. Smith, recorder

Caroline Williams, Secretary

Signatures on copy of minutes files at the library.