

Dover Plains Library Board of Trustees Meeting Minutes
7 pm, Wednesday, October 4, 2023

Call to Order: 7:00 PM

Roll Call: Sharon McGreevy, Caroline Williams, Joe Tchorzyk, Steve Talleur, Chris Bergin, Barry Schibanoff, Susie Allen

Absent: Sue O’Hearn

Also Present: Amy Smith - Library Director, Susan Jackson - Town Councilperson & Liaison to the Library for Town Council.

Public Comment - none

Adoption of September Minutes

Motion: Adopt minutes from September BOT meeting, Talleur, seconded by Tchorzyk. Unanimously approved.

Treasurer’s Report - Kosar will send Profit & Loss for 2023 Q1 through Q3 by email in the next ten days.

Approval of the October Warrant

Motion: To approve the expenditures listed in the October Warrant, McGreevy, seconded by Talleur. Unanimously approved.

Director’s Report *See attached.*

Personnel & Policy Committee Report

The Personnel Committee met twice in September. They’ve been working on revisions to the Employee Handbook and will be presenting recommendations via draft policies over the next 2-3 Board meetings.

Finance Committee Report

The Finance Committee met twice in September. At the first meeting, they developed the draft Reserve Funds Policy distributed to the Board. At the second meeting, they had preliminary discussions about the 2024 budget. The Finance Committee has added agenda items to “New Business” for Board discussion.

Old Business

1. Update on search/ interviews for PT employees - The Director gave an update on the search to fill the two open part-time positions (Social Media/ Marketing Asst and Program Asst). There were 7 applicants for the SM/M position. The Director, Assistant Director and Chris Bergin from Personnel Committee reviewed all submitted materials and invited two candidates for interviews. The Director called one of the candidates’

references and is waiting to hear back from one. There have been only 2 applicants for the Program Asst position and the Director talked about outreach efforts to get more applicants.

2. Plan for staffing shortages - The Director will let the Board know this week if there's need for trustees to volunteer so that there's a second person in the building. A clerk from Millbrook answered the request for substitutes that the Director sent to neighboring libraries.
3. Plan for Bookmobile awning repair - The Bookmobile's awning won't extend/retract electronically anymore. The awning is a Fiamma Eagle 65. Steve T spoke to Fiamma US in Florida; and the technician there gave him some suggestions to try. There's an authorized Fiamma dealer in Peekskill - Ultimate RV. The plan is to bring the Bookmobile down to Peekskill for an appointment to diagnose it. If parts are required, we will not leave it. We will bring it back when the part arrives. The Director will contact Farber to let them know who will be contacting them about doing the repair. Farber also indicated that they will pay for a review of all the custom electrical components; Steve T will find out if Ultimate RV can do that also.

New Business

1. Susan Jackson, Councilperson & Council Liaison to the Library for Town of Dover - Bookmobile looked great at Dover Day. Susan will look into who is responsible for maintenance of the fire alarm system in the building.
2. NYCONN:
Steve T reached out to NYCONN to request a visit to assess the security alarm and fire system and get recommendations for possible upgrades. NYCONN recommended best practice is for each staff member to have their own code for the security system. Anyone with a key to the building will need to give Amy a 4-digit number. There was discussion of whether the fire alarm system is the Town's responsibility. The fire alarm system is building-wide. Susan Jackson will look into it. The security system is DPL only and the library's responsibility.
3. Finance Committee draft reserve accounts policies - Steve T reviewed Finance Committee's recommendations for DPL to have 3 reserve accounts. See attached Reserve Accounts Policy for specifications on accounts. The draft was not adopted into policy. Finance Committee will develop it further and present it again for full Board approval.

The 3 new reserve accounts will be established at a different bank. In order to have relevant information about money market rates from multiple options, Steve T went to KeyBank (Pawling)- (4.5%, possibly 5%) and Putnam County Savings Bank (Pawling)-(2.03%). He plans to also ask Chase Bank as well. At the November meeting,

the Finance Committee will make a recommendation for the Board to vote on opening the reserve accounts.

4. Finance Committee recommendation on remaining money owed to Friends of DPL. The Finance Committee recommends that the \$6944 remained following the dissolution of the former Friends checking account be given the Friends as well as the value of the Friends CD which is \$4736.15.

Motion: To return the \$11,680.15 to the Friends by check out of the library's Operating Account. Talleur, seconded by Allen. Unanimously approved.

5. Establishing the reserve accounts with their respective restrictions indicates that there may be funds for a capital improvement to the interior of the library's space. Per the lease DPL has with the Town, any desired changes to the interior must get prior approval from the Town Council. The Board talked about possible changes and the Director made recommendations as well.

First is to potentially change the lighting in the main room. The goal would be to improve the light (reduce shadows), reduce electricity consumption and have lighting that doesn't make so much noise. The Director will do some research and also look into NYSEG coming to do an energy consumption audit - which may have been done in the past as well.

Second is to consider how families and youth use the space allotted to youth collections and how, if attracting more families and youth to use the library is a goal, then DPL need to re-envision the Children's Library and potentially expand it with archway or doorways from the current Children's Library into the space that is currently used as the Director's office. The first step for such a plan would be to consult a structural engineer to assess what is even possible.

6. Public bathrooms- The Board would like the two bathrooms located in the library's lobby area to both become single-user bathrooms. To achieve this safely, the recommendation is to find out how much it would cost to add locks to the doors that would make the bathrooms truly single user. Also the signage needs to be updated.

Motion: The Director will contact a locksmith about installing the recommended locks bathrooms. If the cost is under \$500, the Board authorizes the Director to have the work done.. McGreevy, seconded by Schibanoff Barry. Unanimously approved.

7. Personnel Committee: how does the Board want to define full-time? - This question was tabled due to late hour and will be raised at the November meeting.

8. Columbus Day & holidays observed in general. The Director will develop a plan for coverage for holiday-adjacent shifts and the Personnel Committee will include it in the policies along with the names of the holidays that the library will reserve annually.

Motion: The library will be closed on Monday, October 9, 2023, McGreevy, seconded by Tchorzyk. Unanimously approved. .

9. Director's funding request letter to NYS Rep Anil Beephan - The Director recommends that in her fund request to the library's state representative, she ask for funding for emergency preparedness equipment and training, including an AED, training in AED/CPR (1 session for staff only & a second training for the public that would be free to take) and finally, per the Wingdale Fire Department's recommendation, a lock box on building exterior that contains access code and key to the building.

Motion The Director will write the letter described above, Williams, seconded by Schibanoff. Unanimously approved.

10. Terms for 2 current Board members expire in December 2023 and there is also one open seat. Per the Board's bylaws, a Nominating Committee must be formed at the October Meeting. Caroline Williams, Sue Allen and Barry Schibanoff volunteered to serve as that committee.
11. Attracting prospective Board members. The Director would like to advertise on the library's website, social media and physical bulletin boards in the building that there is a vacancy on the Board. The Board discussed the idea of developing a process by which prospective Board members show interest and give information to the current Board about themselves.

Bergin will look into what other association libraries in MHLS use as board applications.

12. Change November BOT meeting date to 2nd Wednesday - 11/8/23

Executive Session I:

Reason: to discuss hourly employees & plan for end of year pay

Attending: McGreevy, Tchorzyk, Williams, Talleur, Allen, Schibanoff & Library Director

Motion to open: 9:17 pm Talleur, seconded by Thorzyk, Unanimously approved.

Motion to close: 9:43 pm, Schibanoff, seconded by Williams Unanimously approved.

Executive Session 2: To discuss Director's salary

Motion to Open: 9:44 pm Tchorzyk, seconded by Talleur. Unanimously approved.,

Motion to Close: 9:50 pm McGreevy, seconded by Allen, Unanimously approved.

Motion: Effective immediately, the Director will receive a raise of \$500 per month. McGreevy, seconded by Allen. Unanimously approved.

Public Comment - none

Adjournment

Motion to adjourn - Talleur, seconded by Schibanoff. Unanimously approved.

Meeting ended at 9:51 pm.

Next meeting: Wed., November 8, 2023 at 7 pm in the Library. ** Note the November meeting will take place on the **second** Wednesday of the month.

Respectfully submitted by A. Smith, recorder
Signed, Caroline Williams, Secretary