

Dover Plains Library Board of Trustees Meeting
7 pm, Wednesday, November 8, 2023

Call to Order - 7:07 pm

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

Absent: Sue O’Hearn, Caroline Williams

Also present: Amy Smith - Library Director

Public Comment - none

Adoption of September Minutes

Motion: Adopt minutes from September BOT meeting, McGreevy seconded by Bergin.
Unanimously approved

Treasurer’s Report

See Q1-Q3 2023 Profits and Losses statement

Approval of the November Warrant

Motion: To approve the expenditures listed in the November Warrant, Allen, seconded by Schibanoff. Unanimously approved.

Director’s Report *See attached*

Personnel & Policy Committee Report *(see New Business)*

The Personnel & Policy Committee met once in October to review the proposed New Trustee Application and Board of Trustees Code of Conduct.

Finance Committee Report *(see New Business)*

The Finance Committee met once in October to review and discuss the proposed 2024 Budget.

Facilities Committee Report *(see New Business)*

The Facilities Committee met once in October to review what elements might be included in a potential Facilities Plan for the library.

Friends of Dover Plains Library Report - Chris Bergin, liaison

The Friends represented the library at the Town of Dover Trunk or Treat. It was a lot of fun, though less well-attended.

Old Business

1. Update on search/ interviews for PT employees & new hire - The Director gave an update on the search for a new clerk. There are 6 applicants. The Director, Asst Director and Chris Bergin have reviewed all the submissions and the Director will be scheduling interviews with 3 of them.

2. NYCONN - The Director asked each of the trustees to provide the code that will be used as their individual access for the security system. Talleur and the Director reported on the visit with a NYCONN representative, Yan Maluda from the Town Council & Commander of the Legion, and also Kevin from Wingdale Firehouse. The security system review involves shifting one of the interior cameras to be an exterior camera. The fire alarm system covers the entire building. The consensus was that NYCONN would send a proposal to update the fire alarm system to an addressable one. The Director will forward the proposal to Yan Maluda and Susan Jackson, library liaison for the Town Council once it arrives.

New Business

1. Personnel Committee

- a. Board Member Application

Motion: Approve the proposal New Trustee Application and put it into use, Schibanoff, seconded by Tchorzyk. Unanimously approved

- b. Board of Trustees Code of Conduct

Motion: Approve the proposed Board of Trustees Code of Conduct and put it into use, Talleur, seconded by Schibanoff. Unanimously approved

- c. Grievance Policy

Motion: Approve the proposed Grievance Policy and put it into use, Tchorzyk, seconded by Allen. Unanimously approved.

- d. Job Performance and Review Policy

Motion: Approve with discussed edits the proposed Job Performance and Review, and Right to Appeal Policies, Talleur, seconded by McGreevy. Unanimously approved

Motion: Have the Director distribute copies of policies to employees and Code of Conduct to Trustees, Allen, seconded by Talleur. Unanimously approved.

2. Finance Committee

- a. Proposed 2024 Budget

Motion: Approve and adopt the proposed 2024 budget, McGreevy, seconded by Allen. Unanimously approved.

- b. Moving reserve accounts to KeyBank -

After extensive research at 5 different banks, Talleur proposes to open the library's new reserve accounts at KeyBank (cash flow, Contingency and capital). To do this, the library would also need to open a checking account at KeyBank that can have as little as \$25 in it.

Motion: Allow Talleur to open 4 new accounts at KeyBank for the library. Accounts will serve as Cash Flow Reserve, Contingency Reserve and Capital Reserve, Tchorzyk, seconded by Schibanoff. Unanimously approved.

- c. The new Operating Fund account is open and operational at M & T Bank. Once all October warrant checks have cleared, the old Operating Fund Account now at nbt Bank will be closed.
- d. Talleur applied for a credit card for the library from M&T Bank. The card will have a \$5000 limit. Credit Card policies are in progress. There will be two cards; one in Talleur's name and the second in the Director's name.

3. Facilities Committee

- a. Hotspots - The Committee recommends that the library have hotspots that people can borrow with their library cards.

Motion: Ask the Director to buy 6 hotspots through TechSoup/ Mobile Beacon, Talleur, seconded by McGreevy. Unanimously approved.

- b. There are currently 8 public computers at DPL. 6 are older and starting to be unreliable. The Director recommended to the Committee that two of the computers be moved to the opposite side of the main room, facilitating exam proctoring and creating a quiet space for people who want on. The two least reliable of the public computers will be recycled and, leaving four in the central main room.

- c. Chrome book to circulate

Motion: Have the Director buy 2 Chrome books for circulation, Schibanoff, seconded by Bergin. Unanimously approved.

- d. Laptop for in-library use.

Motion: Ask the Director to buy 2 Laptops for in-library use by patrons, McGreevy, seconded by Allen.

- e. Fire Extinguishers: Talleur, Tchorzyk and Schibanoff will work together to identify locations and expiration dates for all fire extinguishers in the building. The goal will be to replace them on a consistent schedule so as not to over-burden the budget in a single year.

4. Board Bylaws Updates - *See attached Proposed Updates for November meeting and also the Proposed Updated Bylaws for final discussion and vote in December.*

- a. Proposed changes to the Bylaws address residency requirements for trustees, process for filling an empty seat at times other than the end of term, process for filling seats at end of terms and general use of the New Trustee Application.

5. 401k requirement by Secure Act 2.0 (2022 federal law) - The Director reported that she looked into using Paychex to fulfill the library's obligation to give employees an opportunity to save tax free. The Board deemed the price quoted by Paychex to be high and asked the Director to talk to the bookkeeper about other options.

6. Copying and printing services for community organizations. - The Director noted that the library cannot only provide free copying and printing services to a single community

organization. If there is to be such an accommodation, then it will need to be offered to all community organizations. The Board agreed that it would be too expensive to offer these services for free.

Executive session

Reason: Discussion of Board vacancy by absence & retirement

Motion to open: 9:56 pm, Talleur, seconded by Tchorzyk. Unanimously approved.

Motion to leave: 10:02 pm, Allen, seconded by McGreevy. Unanimously approved.

Motion: Ask the Friends of Dover Plains Library to cover costs of BOT's gift of appreciation for retiring trustees, Talleur, seconded by Bergin. Unanimously approved.

Adjournment:

Motion to adjourn - Talleur, seconded by Schibanoff

Meeting ended at 10:04 pm

Next Meeting: December 6, 2023, 5:15 pm. Note the meeting starts at 5:15 in order to allow time for the Staff and Volunteer Appreciation Dinner that same evening.

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

Signatures on file at the library.