

**Dover Plains Library Board of Trustees Meeting Minutes**  
**6 pm, Wednesday, January 3, 2024**

**Call to Order - 6:04 pm**

**Roll Call:** Sharon McGreevy, Sue Allen, Caroline Williams, Christina Bergin, Joe Tchorzyk, Barry Schibanoff, Stephen Talleur

**Absent:** Sue O'Hearn

**Also present:** Amy Smith - Library Director

**Public Comment** - none

**Adoption of December Minutes**

**Motion:** Approve draft minutes of December's meeting, Allen, seconded by Williams. Unanimously approved.

**Treasurer's Report**

*Oral Report from S. Talleur -*

The Former Operating Account is now officially closed. NBT Bank only holds two CD's. As the CD's mature, they will be cashed out and deposited in the Capital Reserve in keeping with the wishes of the donor that the money be used for equipment. On further research into where to open the new Reserve Accounts, Talleur recommends Putnam County Savings Bank, where the Library can have money-market accounts with a fixed 2% return providing there's a minimum balance of \$5000 per account.

**Approval of the January Warrant:** \$9,464.00

**Motion:** Approve the January Warrant, Allen, seconded by Schibanoff. Unanimously approved.

**Director's Report** *see attached*

**Friends of Dover Plains Library Report** - Chris Bergin, liaison

1. Wii Bowl fundraiser! Is Saturday, Jan 27th. 12:30 - 4 pm
2. Thank you notes received by Friends were shared.

**Old Business**

1. BOT ByLaws Review, requested revision of Treasurer's role description was made.

**Motion:** Approve the Bylaws current revision. Talleur, seconded by Schibanoff. Unanimously approved

2. Recommendation to offer an IRA instead of 401k option for employees.

**Motion:** Offer all employees the option to enroll in an IRA, Talleur, seconded by Allen. Unanimously approved.

**New Business**

1. Election of Officers for 2024
  - a. President - Williams nominates McGreevy as president, McGreevy accepts.

**Motion:** To have Secretary to cast one ballot since McGreevy was unopposed, Talleur, seconded by Schibanoff. Unanimously approved.

- b. Vice president - Allen nominates Tchorzyk as Vice president, Tchorzyk accepts nomination.

**Motion:** To have Secretary to cast one ballot since Tchorzyk was unopposed, Talleur, seconded by Schibanoff. Unanimously approved.

- c. Treasurer - Allen nominates Talleur for Treasurer, Talleur accepts.

**Motion:** To have Secretary to cast one ballot since Talleur unopposed, Tchorzyk, seconded by Allen. Unanimously approved.

- d. Secretary - Allen nominates Williams, Williams accepts.

**Motion:** To have Secretary to cast one ballot since Williams was unopposed, Talleur, seconded by Schibanoff. Unanimously approved.

- 2. Governance Committee
  - a. Community Room Use Policy and Application

**Motion:** To approve and put into use the Community Room Use Policy and Application, with addition of contact permission option on the Application. Tchorzyk, seconded by Schibanoff. Unanimously approved.

- b. Current Requests to Use Community Room - group asking to discuss Robert Kennedy's political ideas

**Motion:** To allow community member's request to use the Community Room for a meeting to discuss the ideas of Robert Kennedy, Talleur, seconded by Schibanoff. Unanimously approved.

- 3. Long-range Plan plan: Consultants & MHLS Turning Outward
  - a. Community Engagement for Long-Range Planning Committee: Bergin, Talleur, Allen and Tchorzyk.
  - b. Purpose of the committee: To develop and implement a plan for increased community engagement in preparation of a Long-Range Plan for Dover Plains Library.

**Motion:** To approve the creation of a Long-Range Plan Committee for the project described. Williams, seconded by McGreevy. Unanimously approved.

- 4. 2024 Dates
  - a. BOT Meeting Dates & Committee Mtg Dates

**Motion:** To move the July BOT meeting to July 10, 2024, Talleur, seconded by Tchorzyk. Unanimously approved.

**Motion:** Committee meetings are on regularly scheduled Wednesdays at 6 pm. Governance will meet on second Wednesdays, Facilities on third Wednesday, and Finance on fourth Wednesdays. Talleur, Schibanoff seconded. Unanimously approved.

- b. DPL Holidays

**Motion:** To approve the list of holidays when DPL will be closed. Talleur, seconded by Tchorzyk. Unanimously approved.

5. HP eFax - Director will have staff track the total pages of faxes to best determine which subscription, if any, will be needed.
6. NYS Fingerprinting Service with IDEMIA, MOU

**Motion:** Authorize director to sign MOU with IDEMIA, Talleur, seconded by Tchorzyk. Unanimously approved.

### **Executive Session I**

Purpose: personnel

**Motion:** To enter into Executive Session without the Library Director present, McGreevy, seconded by Williams. Unanimously approved.

**Entered Executive Session 8:06 pm**

**Motion:** To leave Executive Session, Talleur, seconded by Williams. Unanimously approved.

**Left Executive Session 8:24 pm**

**Executive Session 2**, purpose: personnel updates

**Motion:** To enter Executive Session with the Library Director present, Talleur, seconded by Schibanoff. Unanimously approved.

**Entered Executive session 8:26 pm.**

**Motion:** To leave Executive Session Talleur, seconded by Bergin. Unanimously approved.

**Left Executive session 8:46 pm.**

7. Recorder of Minutes position

**Motion:** Authorize the director to post the position of Recorder of Board Meeting minutes to the existing staff initially, and if no response to the public at the fixed rate of \$75 per meeting. Talleur, seconded by Bergin. Unanimously approved.

**Public Comment** - none

### **Adjournment**

**Motion:** To adjourn, Talleur, McGreevey. Unanimously approved.

**Meeting Adjourned 8:53 pm**

Respectfully submitted, A. Smith, Recorder  
Caroline Williams, Secretary

Signatures on record at the library.

Approved by Dover Plains Library Board of Trustees, 2/7/2024